

# BOARD OF SUPERVISORS

## Brown County



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### PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair  
Dave Kaster, Vice Chair  
Dave Landwehr, Norbert Dantine, Tom Sieber

#### **PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

**Monday, October 17, 2016**  
**Approx. 5:45 p.m. (To follow Land Con Mtg)**  
**Room 161, Ag & Extension Service Center**  
**1150 Bellevue Street**

**\*\* NOTE TIME \*\***

**\*\* PLEASE BRING BUDGET BOOK \*\***  
**(Combined budget & regular meeting)**

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEM LISTED ON THE AGENDA

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of September 26, 2016.

#### **\*BUDGET REVIEW\***

#### **Comments from the Public**

#### **REVIEW OF 2017 DEPARTMENT BUDGETS:**

1. **Public Works** (Highway, County Roads & Bridges, Facility Management)  
- Review of 2017 department budget.
  - a. Resolution Approving New or Deleted Positions during the 2017 Budget Process in the Public Works Table of Organization Changing the Allocation of Costs for Certain Positions.
  - b. Resolution Approving New or Deleted Positions during the 2017 Budget Process in the Public Works – Facility Management Table of Organization.
  - c. Resolution Approving New or Deleted Positions during the 2017 Budget Process in the Public Works Table of Organization.
2. **Register of Deeds** - Review of 2017 department budget.
  - a. Resolution Approving New or Deleted Positions during the 2017 Budget Process in the Register of Deeds Table of Organization.
3. **Planning & Land Services** (Land Information, Planning Commission, Property Listing & Zoning)  
- Review of 2017 department budgets.
  - a. Resolution Approving New or Deleted Positions during the 2017 Budget Process in the Planning and Land Services Table of Organization.
4. **Port and Resource Recovery** - Review of 2017 department budget.
  - a. Resolution Approving New or Deleted Positions during the 2017 Budget Process in the Port & Resource Recovery Department Table of Organization.

5. **Airport** - Review of 2017 department budget.
  - a. Resolution Approving New or Deleted Positions during the 2017 Budget Process in the Airport Table of Organization.
6. **U.W. Extension** - Review of 2017 department budget.
  - a. Resolution Approving New or Deleted Positions during the 2017 Budget Process in the U.W. Extension Table of Organization.

**\*NON-BUDGET ITEMS\***

**Comments from the Public**

1. Review Minutes of:
  - a. Revolving Loan Fund Committee (May 26, 2016).

**Resolutions/Ordinances**

2. Holiday pay equal to scheduled hours. Ex. 8 hours work equals 8 hours holiday pay; 10 hours work equals 10 hours holiday pay. *Resolution to be drafted and sent to October 24<sup>th</sup> Executive Committee.*

**Airport**

3. Director's Report.

**Planning and Land Services**

4. Discussion and possible action re: study for wind turbine noise in Town of Glenmore – Rick Loppnow.

**Port & Resource Recovery**

5. Budget Adjustment Request (16-91): Any increase in expenses with an offsetting increase in revenue.
6. Great American Disposal Contract Extension Attachment D – Request for Approval. *September Motion: To bring back to next meeting but have Corporation Counsel approve or deny.*

**Public Works**

7. An Ordinance Creating Section 6.14 of the Brown County Code Entitled "County Trunk Highway Maintenance and Improvements." *Held for 60 days.*
8. Resolution re: Reorganization of the Public Works Table of Organization.
9. Summary of Operations.
10. Director's Report.

Register of Deeds and UW-Extension – No agenda items.

**Other**

11. Audit of bills.
12. Such other matters as authorized by law.

Bernie Erickson, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda. Attachments

**PROCEEDINGS OF THE BROWN COUNTY  
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Planning, Development & Transportation Committee** was held on Monday, September 26, 2016 in Room 161, UW Extension, 1150 Bellevue St.

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**Present:** Supervisors Bernie Erickson, Dave Kaster, Dave Landwehr, Tom Sieber, Norbert Dantine  
**Also Present:** Alex Dums – WisDOT Project Leader, Andy Fulcer – WisDOT Project Manager;  
Public Works Director Paul Fontecchio, Facility Project Manager Jeff Oudeans, Planning  
Director Chuck Lamine, Principal Planner Aaron Schuette, Airport Director Tom Miller, Director  
of Admin Chad Weininger, Asst. Park Manager Matt Kriesie and other interested parties.

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***\*Audio of the meeting is available by contacting the County Board office (920) 448-4015.***

**I. Call Meeting to Order.**

The meeting was called to order by Supervisor Erickson at 6:13 p.m.

**II. Approve/Modify Agenda.**

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of August 22, 2016.**

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**1. Review minutes of:**

**a. Harbor Commission (July 18, 2016).**

Sieber noted the Harbor Commission minutes stated that the meeting was called to order by President Tom Klimek however he was marked as excused.

**b. Planning Commission Board of Directors (August 3, 2016).**

**c. Planning Commission Board of Directors Transportation Subcommittee (May 16, 2016).**

**d. Rural Specialized Transportation Needs Study Advisory Committee Meeting #2 (June 7, 2016 and August 23, 2016).**

**e. Solid Waste Board (July 18, 2016).**

**f. Transportation Coordinating Committee (June 13, 2016).**

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to suspend the rules and take Items 1 a-f together. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to receive and place on file Items 1 a-f. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Comments from the Public** None.

**WI Dot Presentation re: STH 32 and CTH H Intersection:**

WisDOT Project Manager Andy Fulcer and WisDOT Project Leader Alex Dums provided a PowerPoint presentation re: WIS 32 Ashland Avenue and Parkview Road City of De Pere Brown County (attached) and spoke to additional handouts provided (also attached). They discussed with the Village of Ashwaubenon and City of De Pere and

received support from both municipalities for this alternative. They had a public meeting scheduled for October 17<sup>th</sup> for feedback from the public. They were looking for feedback from the county as it related to the fairgrounds. Kaster understood most of the accidents happened when people tried to cross both lanes. Landwehr questioned what the plan was during major events when people wanted to get back to Hwy 41 South? Fulcer informed they hadn't discussed it specifically but his initial thoughts were not to restrict it unless it became. He didn't think there was any reason why they wouldn't allow a U-turn movement. A J-turn on 29 was a safer movement than trying to cross all four lanes of traffic or get across the northbound into the southbound. Further concerns were raised; Fulcer informed that they could talk with their Traffic Section.

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY**

Steve Corrigan – 4424 Dickenson Rd, Town of Ledgeview

Corrigan represented the Brown County Fair Board as the President of the Fair Association. He informed they didn't have a problem with exiting the traffic from their events. In conjunction with the City of De Pere and the Brown County Sheriff, everything that left their north gate was forced to the north, they had to go to Hansen, it was a controlled intersection and it posed no problem. Everything out of their south gate was forced to the south. They did go to Cedar Street but if they cut back towards Ashland, that was south of the roundabout and not heavy traffic and could flow back to the right. Their biggest dilemma was incoming traffic. He could speak from experience, the 13 years he had been involved with the fair, which was a horrific, terrible crossing. The problems they had was that they could only stack about 5 to 7 cars from Fort Howard Avenue back to Ashland and they get stacked over the railroad tracks and they onetime almost had a train take a car out. They did work closely with the railroad and they will not stop freight. Their biggest problem and what they would like to see in this project was to have a turnoff lane onto Parkview as they were going north. That's where they had most of their rear-end accidents coming into their events. The other problem was anytime there was an event on Hwy 41 all the traffic got detoured down Ashland.

**Motion made by Supervisor Kriese, seconded by Supervisor Dantine to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY**

Brown County Assistant Park Director Matt Kriese seconded some of Corrigan's concerns. They run into the same problems with the Hmong Festival and this weekend they had a Zombie run out there with about 800 people coming and leaving at the same time; there can be some major congestion there. He supported closing the intersection but he felt expanding the turn lane would be important otherwise they were backing it up down Ashland for some of those events. Same thing whether you are north or southbound there potentially extending some of those turn lanes. He pointed out an intersection on the aerial that he had concerns about if it wasn't marked as there was no turn lane currently. He questioned if it would be beneficial in adding more of a J-turn. Fulcer stated that one of the alternatives they did look at early in their design process was to fit a J-turn and it was too close to the intersection to develop an official left turn lane and due to some other factors.

Erickson felt the answer was to talk to enforcement and have that blocked off for weekend events and open it back up whenever that event was over.

Sieber questioned if there was thought given to making a one way going east and not allowing traffic to exit on to Ashland Avenue on Parkview permanently? Erickson felt they were screwing up the street for two events a year. Fontecchio informed there was a BP gas station there. Sieber felt it would make it safer.

Erickson suggested when they first put this up to put T-posts or something in the end of it; close enough so people couldn't drive through. Fulcer stated their plan would be to put red diamond shaped signs at the end.

**Communications** None.

**Public Works**

**2. Budget Adjustment Request (16-78): Any increase in expenses with an offsetting increase in revenue.**

GV-10 project has LRIP Funds that were approved by Wis DOT. They need to increase Construction General Expenses as well as Contributed Capital Revenue to be able to record this revenue and corresponding expense.

**Motion made by Supervisor Sieber, seconded by Supervisor Kaster to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**3. Summary of Operations.**

Public Works Director Paul Fontecchio referred to the Capital Projects chart in the agenda packet material and informed the D-16 Project was done and about \$60,000 under budget. The CTH T-Project went about \$30,000 over budget. They ran into issues with concrete on CTH T. They were still good year-to-date and overall tracking fine for the year with the rest of the percentages.

**Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**4. Director's Report.**

Fontecchio briefly spoke to project updates included in his written report.

He added to his report a preview of 2017 budget initiative – Emergency Response Crew (ERC), giving the committee an extra month to review before their budget meeting. Fontecchio added there were many talks about securing county property such as chainsaws and other tools with the ERC pickup trucks. He informed that the amount of responders depended on the incident.

Fontecchio spoke at length to the Snow Plow Routes and Schedules report (provided as one of the charts in the agenda packet material was incorrect). Knowing the plow routes would necessarily change due to the I-41 project and the route optimization effort, it seemed the ideal time to address other plowing related issues. Accommodating the I-41 project and safety related to staffing were some of their main goals. As noted in his report, to meet the goals of improved safety, 24-hour coverage, and the additional lane miles added by the I-41 project, they will need to add 7 highway crew positions as part of the 2017 budget; bringing their highway crew up to where it used to be prior to 2012. They anticipate having the crewmembers work on the DOT highway system so their wages will be covered mainly from the DOT Routine Maintenance Agreement money (RMA) funding. RMA money was what the state set aside or budgets for Brown County to maintain the state highway system summer and winter. Fontecchio highlighted Staffing, Overtime and Level of Service in his handout. He reiterated in summary, they accommodate the I-41 Project, improve safety of operations, improve level of service, reduce overtime costs and offer fixed schedules for the crew. In regard to truck revenue, truck wear and tear, the way they ran a snowstorm before, a typical two day event, comparing a storm to a storm he was at 1,168 truck hours in the before condition, the after condition was 1,172 truck hours, a four hour difference, almost a dead even wash. With regard to scheduling, the way Fontecchio looked at it, if he could schedule his staff far enough in advance, it was a scheduled straight time event. A snowstorm was considered an unscheduled event. Dantine felt that was pretty common. As for routes, historically they had 18 state and 16 county, over the last couple years they added 2 as I-41 got bigger. With this they were pulling one of their reserved plows off the bench and will have 37 total routes, they had 7 towns getting them to 44 plows and they had 4-5 spares beyond that, the spares were pretty rough.

**Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

5. **CTH EE Intersection Report.**

Fontecchio gave a brief summary of his report and informed that their conclusion, after reconstruction of the intersection and Interstate overpass, it improved the accident rate by a significant amount; and the need for signals were below the threshold so the county recommended monitoring the intersection and to reevaluate the need for signals in five years.

Landwehr stated he would not be in favor of signals because of the close proximity to the roundabout. He found it interesting when comparing the crashes by the fairgrounds, which was reported earlier by the DOT, from 2011-2015 there were 22 crashes which they felt was too high and had to deal with it.

Here, the total reportable crashes, on the old numbers before were 23 in a two-year period, and now 16 within three, which was higher than the area by the fairgrounds. He appreciated them spending time and continuing to watching it.

Kaster believed this intersection was supposed to be upgraded with roundabouts, Fontecchio stated it was not. Landwehr believed the town did not want a roundabout in; Fontecchio informed that that was true.

**Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

6. **Bid recommendation and approval for Bid Project #2082 – Multiple Building Automation Upgrades.**

**Motion made by Supervisor Sieber, seconded by Supervisor Kaster to approve the low bid of \$44,757.00 to Industrial Controls. Vote taken. MOTION CARRIED UNANIMOUSLY**

7. **Housekeeping Report.**

After providing the background and a brief explanation of the tabulation of the RFQ results as compared to existing pay at Brown County and if they housekeepers were moved to the Brown County market rate, Fontecchio would not recommend any action on the RFQ's received and proposed working with Human Resources to start advertising the open positions at \$12.50 per hour with a 6-month step to market rate of \$13.64. There would be a fiscal impact of \$12,121.20 per year above the proposed 2017 budget to bring the existing housekeepers who were under market rate up to market. Two existing employees were at \$13.06/hour and two other employees were at \$11.63/hour.

Erickson felt this was the correct move to go and were in the right ballpark. In defense of the private firms currently cleaning, Fontecchio stated they struggle with the same levels of turnover and they struggle too. They tried to work with them as much as possible. To him they could have potentially worked through some of those issues but in looking at it, the county could do it for less and they should do it in-house. Landwehr wasn't necessarily opposed to doing this but wanted to make note that they did have comments back from the Register of Deeds Office that their quality of their cleaning had gone up.

**Motion made by Supervisor Sieber, seconded by Supervisor Kaster to send to Administration to bring back at budget time with exact fiscal impact. Vote taken. MOTION CARRIED UNANIMOUSLY**

8. **Municipal Project Agreement Policy Update.**

Fontecchio provided a brief update with regard to the Municipal Project Agreement. He stated he could keep working with the municipalities but informed that it was up to the committee in terms of how they really wanted to proceed. Kaster felt that if they didn't officially make a resolution or something they were going to end up in the same place in 5 to 10 years and everyone will say nothing was ever done; Fontecchio replied, potentially. Erickson suggested firming this up with the cities and villages and have it in writing with everyone signing off on it, bring it back here and they create an ordinance so everyone will know what they did. He felt they could have it stated it was a living document and subject to change.

**Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY**

Erik Rakers - City of DePere

Rakers concurred with Fontecchio, they had a really good meeting with municipalities and Fontecchio last Thursday. He felt it was a really productive meeting; they had a couple things from the municipalities' standpoint that they were still concerned about and would like to work with Fontecchio on. They would appreciate having the opportunity to work with him over the next couple weeks to get resolved and bring it back to the board.

**Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY**

Responding to Landwehr, for construction/reconstruction they were going back to 50/50 cost sharing. The maintenance between construction projects would be the municipalities. Dantine questioned bike lanes, Fontecchio responded that that was one of the things they talked about and had to have more talks on. Do they take the Brown County bike and pet plan and say they will cost share everything that was on there. They had to work with the Planning Department more and make sure they have it the way they want it, not that he didn't want to do that, but they had to be careful not to box themselves in too much that they lose all flexibility. Sieber would be very supportive of following comprehensive plans. He added that an ordinance wasn't a living breathing document, it was set in stone. However, a policy could be changed by Fontecchio or the committee. Weininger interjected that an ordinance was like the law and they had to follow it unless they changed that ordinance. They would probably want to do a notwithstanding clause which allowed flexibility. The county created their policies, which were actually procedures, through ordinances and resolutions, based on state and federal law. All policies were printed on the county Intranet. For example they could put a dress code through an ordinance or a resolution; that's how they in affect make those changes. However, Chapter 4 already addressed dress code, which was an overall arching thing so HR can have a policy that enforced Chapter 4 covering dress code. He reiterated they created policies by creating the ordinance.

Kaster like the way this was going, they had an option of one way or the other. He didn't like bike lanes or other added options that were forced; he felt municipalities should have an option.

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to send it back to staff and bring back in January. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### Airport

9. **Budget Status Financial Report for August 2016.**

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

10. **Departmental Opening Summary.**

Airport Director Tom Miller informed they interviewed for the Maintenance Mechanic last week and had two more this week and will make a decision after that.

**Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

11. **Employee's Working over 12 Hrs. in a 24 hr. Period Report.**

Miller informed that the operation of their equipment, such as the air stairs for football charters or political campaigns, they got paid for all of the time that these individuals worked. While they may have worked more than 12 hours in that given day, the time they spent working were reimbursed by the charter. It was a rate that was approved in the budget that included the benefits and was at time and a half.

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to receive and place on file. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**12. Director's Report.**

Miller informed they had over 1,000 LSU fans here starting Thursday until Sunday morning; it was a fantastic event with fantastic folks, very enthusiastic but also appreciated the reception they got so that went very well.

As of 3pm today, they installed a monitor in the baggage claim area that provided a live feed from the zoo. It was an effort to show technologically that the county was able to do these types of things as well as provide some announcement by other departments. It was first the first live feed that the Technology Services Department had done and showed up nicely.

The Austin Straubel display that was passed earlier this year was at the print shop and they were in the process of developing the actual display which will also be installed in the baggage claim hopefully by the middle of October.

Austin Straubel was being inducted into the Wisconsin Aviation Hall of Fame October 15<sup>th</sup>, 2016 in Oshkosh.

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to receive and place on file. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**Planning and Land Services**

**Land Information – No agenda items.**

**Planning Commission**

- 13. Resolution Adopting the Brown County Community Development Block Grant (CDBG) – Housing Revolving Loan Fund (RLF) Manual. *No discussion held.***

**Motion made by Supervisor Dantine, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

- 14. Update regarding development of the Brown County Farm property – standing item.**

Planning Director Chuck Lamine stated they sprayed the phragmites. They worked with Museum Deputy Director Kevin Cullen to identify the gravesites on the hillside. The Executive will probably have something in his budget message.

**Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

- 15. Budget Status Financial Report for August 2016 (Unaudited).**

**Motion made by Supervisor Sieber, seconded by Supervisor Kaster to suspend the rules and take Items 15, 16 & 17 together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Zoning**

- 16. Budget Status Financial Report for August 2016 (Unaudited). *See Item 17.***

**Property Listing**

- 17. Budget Status Financial Report for August 2016 (Unaudited). *See Item 17.***

**Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to approve Items 15, 16 & 17. Vote taken.  
MOTION CARRIED UNANIMOUSLY**



**Port & Resource Recovery**

**18. Property Acquisition Plan – Request for Approval.**

Port & Resource Recovery Director Dean Haen informed that this plan was prepared over the past 6 months; he provided a brief history and their goals and objectives. They decided through their strategic plan and efforts from last summer that they had to have a plan, a guide, framework for future County Board and Harbor Commission to figure out how best to use resources. This attempted to identify how much money they had, what kind of bonding was out there and grants. They looked at and figured out some metrics in how to rank properties, what property makes one more important than the other such as size, waterfront, rail access, steel dock wall, etc. as noted on page 4 of the document in the agenda packet material.

Landwehr referred to page 2 under Port Funding Options, A. Bonding, *“Allowing the Port of Green Bay to begin dealing in real estate would foster and spur the economic growth of the Port, the city of Green Bay and Brown County. Without this ability the Port’s likelihood to expand and grow are significantly limited”* and questioned why the government needed to be buying up the land verses assisting the private sector, for them to help foster their growth? Haen stated that from the years of doing this, they had 1 or 2 port leads a year. Every 3 to 4 years it becomes a real need and they had been unsuccessful. They were working on one right now with RGL Holdings and trying to get something to happen. Companies come and say they want to supply agriculture, the paper industry, etc. and in 12 months they need to be on a piece of property. Other ports had property and they would sit on it and could turn them and find a leaser to get on them. He gave examples of where things got complicated, they couldn’t work out a deal and it all fell apart. Landwehr wanted it known that he didn’t see where government actually owning the land brought in more value. They could be of great asset to the port without owning the land. Dantine felt by owning the piece or property, when they were out soliciting, all the work getting shippers to ship to Green Bay meant nothing if he had another step dealing with the land owners. If the county owned it, it was a quicker turnaround and it brought in revenue to Brown County. Erickson felt a lot were leases and some may want to sell; it was a double-edged sword. They also had to have the property to develop and get the dock walls, dredging, etc. to get leased or sold.

Haen gave additional examples of why having the port buying and having rights fostered the ability to do things when property owners were up to something different. There was competition too with what was going on next, where they going to have a Walmart on the waterfront or condos. If the Port owned it, their highest and best use was going to be Port use and they were going to push until they found a suitor for that port use. Sieber felt it was a good idea and important to have a planning document and a list together and have the Harbor Commission update it 5/10 years and making sure that those were still the best properties in their mind. It was a great document and they did a really good job putting it together and thanked Haen.

**Motion made by Supervisor Sieber, seconded by Supervisor Dantine to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**19. Great American Disposal Contract Extension Attachment D – Request for Approval.**

Haen gave a brief explanation of the language they put together and asked the committee to conditionally approve this or wait until next month as it was supposed to have been looked at by Corporation Counsel but he still did not have it signed off yet. Haen informed three years ago they were using Badgerland and they went bankrupt twice. This had been a significant improvement in terms of service, cost was right in line. This would make the contract a five-year; they currently had it for three. They had two years of existing agreements and price increases that were going to happen, schedule was on page 23. Once they got through the fifth year, the next three there was no increase unless CPI was above 1.5. Sieber felt government needed to be open and they needed to make sure they were bidding out everything to be fair. Their committee had been consistent with five year and then the wanted to see a rebid. Erickson noted that what he saw, they bid before to a contractor and everything went bad. They were scampering to get their loads hauled and their equipment was wearing out. This guy had come forward and wants to buy new equipment but doesn’t want to buy if he didn’t have a contract so he could pay for it. He could see extending this contract at virtually no increase cost to the county, purchase new equipment and have good reliable service at an affordable cost. They had extended numerous accounts at the County Board as well as this committee. Landwehr agreed that they had been a great partner but the reason this came forward was because they wanted to

buy new equipment. He worried at some if they kept doing this without a set policy that they were following they were setting themselves up to get sued by some company because we didn't extend their contract. He agreed with open government and liked to be consistent. Sieber felt to be consistent, if they took the CPI language out he would approve it. It was a minimal amount but the point was they would approve it if they wanted to hold the rates. If they wanted to hold their rates, he would be willing to extend it past the five years.

**Motion made by Supervisor Erickson, seconded by Supervisor Dantine to have Corporation Counsel review the contract and approve or deny and bring back to the next meeting. Vote taken. MOTION CARRIED UNANIMOUSLY**

20. **Director's Report.**

Haen spoke to his written report in the agenda packet which included updates of the following: Fox River Fiber/Outagamie County, Cat Island partial payment, land lease agreement to the City of Green Bay, adding additional recyclable material as part of residential collections, 5-year audit of the 217 Agreement for Corps use of the Bay Port dredged material re-handling facility, meeting and events scheduled in Madison under Port Days.

**Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Resolutions & Ordinances**

21. **An Ordinance to Amend Sections 4.49 and 4.57 of the Brown County Code of Ordinances Entitled, Respectively, as "Extra Pay" and "Policy". Held until September meeting.**

Erickson informed this was being handled by the Executive Committee and modified to include more departments. Weininger informed he hadn't seen the fiscal on the attached but it may be wrong and couldn't verify right now.

**Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Register of Deeds**

22. **Budget Status Financial Report for July and August 2016.**

**Motion made by Supervisor Sieber, seconded by Supervisor Kaster to suspend the rules and take Items 22-25 together. Vote taken. MOTION CARRIED UNANIMOUSLY**

23. **Departmental Opening Summary. See Item 25.**

**UW-Extension**

24. **Budget Status Financial Report for August 2016. See Item 25.**

**Other**

25. **Audit of bills.**

**Motion made by Supervisor Sieber, seconded by Supervisor Kaster to receive and place on file Items 22-25. Vote taken. MOTION CARRIED UNANIMOUSLY**

26. **Such other matters as authorized by law. None.**

27. **Adjourn.**

**Motion made by Supervisor Dantine, Seconded by Supervisor Kaster to adjourn at 8:51 p.m. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,  
Alicia A. Loehlein, Recording Secretary

PUBLIC WORKS DEPARTMENT

*Brown County*

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PAUL A. FONTECCHIO, P.E.  
DIRECTOR

TO: PD&T Committee

FROM: Paul Fontecchio, P.E.

DATE: October 17, 2016

RE: Budget Highlights

The Public Works Department incorporated a number of changes into the 2017 budget including the following:

- A new Emergency Response Crew (ERC) will be started for non-winter emergency call-ins. Adding this crew with existing personnel will enable the department to be significantly more responsive to emergency situations.
- To be able to adequately staff the additional 165 lane miles on I-41, we will need to add 7 highway crew positions as part of the 2017 budget. We anticipate these 7 crew members will work on the DOT highway system in the summer and winter so their wages will be covered mainly from RMA funding which has increased over \$1.4 million over the past few years. After discussions with the DOT statewide maintenance engineer Rose Phetteplace and the regional maintenance engineer Kurt Wranovsky, the DOT agrees with our analysis and has stated that, ***"Brown County needs more employees and plow drivers than last year with the additional lane miles on I-41."***
- The highway division will see an increase in salary and fringe costs of just over \$500,000 and a corresponding increase in operating expenses of just over \$400,000.
- The facilities division will see an overall increase in expenses of \$69,900. The courthouse dome project has a requested bond amount of \$1,819,360.

A few items that did not make it into the budget book in time for printing, but subsequently we would like to add include:

- Duck Creek HVAC & Boilers. Utilize \$550,000 of highway division's 660 fund balance to replace the 62-year old boilers, heating system, and shop ventilation.
- New Franken Yard. Utilize \$150,000 of the highway division's 660 fund balance to reconstruct the New Franken asphalt yard in the spring of 2017.
- Housekeeper Pay. Based on the discussion at the September 2016 PD&T meeting, increase the budgeted amount of 1.5 housekeepers currently at \$11.63 per hour and 1.5 housekeepers currently at \$13.06 per hour both to \$13.64 per hour.
- Table of Organization Change. The business coordinator for Public Works left for another job in mid-September 2016. After reviewing the job duties of the office manager, we are recommending deleting both positions and creating a new administrative coordinator position essentially combining the two old positions into one and adding a summer student.

November 2, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2017 BUDGET PROCESS IN THE**  
**PUBLIC WORKS TABLE OF ORGANIZATION CHANGING THE**  
**ALLOCATION OF COSTS FOR CERTAIN POSITIONS**

WHEREAS, a New Position or Position Deletion Request was submitted by the Public Works Department (“Department”) during the 2017 budget process; and,

WHEREAS, the Department has evaluated the workload to support the new changes and has identified positions to be added and/or eliminated from the table of organization; and

WHEREAS, the Department has requested to realign the costs for the Public Works Director, Business Manager and Clerk/Typist II positions to better reflect the actual division of duties and costs between the Highway and Facility Management divisions; and,

Position	Current Allocation		Requested Allocation	
	Highway	Facilities	Highway	Facilities
Public Works Director	50%	50%	75%	25%
Business Manager	65%	35%	75%	25%
Clerk/Typist II	80%	20%	75%	25%

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Public Works table of organization be changed by allocating the costs of the Public Works Director, Business Manager and Clerk/Typist II positions as follows: 75% to the Highway Division and 25% to the Facility Management Division; requested through the 2017 budget process to be effective January 1, 2017.

1a

**Budget Impact:**

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Public Works Director	(0.25)	Deletion	\$(26,125)	\$(7,621)	\$(33,746)
Business Manager	(0.10)	Deletion	\$( 7,086)	\$(1,171)	\$( 8,257)
Clerk/Typist II	0.05	Addition	\$ 1,608	\$ 990	\$ 2,598
<b>Total 2017 Budget Impact Public Works – Facility Management Division</b>					<b>\$(39,405)</b>

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Public Works Director	0.25	Addition	\$26,125	\$7,621	\$33,746
Business Manager	0.10	Addition	\$ 7,086	\$1,171	\$ 8,257
Clerk/Typist II	(0.05)	Deletion	\$( 1,608)	\$( 990)	\$( 2,598)
<b>Total 2017 Budget Impact Public Works – Highway Division</b>					<b>\$39,405</b>

**Budget Impact:** *The fiscal change of this resolution is reflected in the 2017 budget.*

Respectfully submitted,

PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Authored by Human Resources

Approved by Corporation Counsel's Office

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 10/11/16  
**REQUEST TO:** Planning, Development & Transportation Committee  
**MEETING DATE:** October 17, 2016  
**REQUEST FROM:** Pete Bilski  
Interim Human Resources Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Approving New or Deleted Positions During the 2017 Budget Process In The Public Works Table of Organization Changing the Allocation of Costs for Certain Positions

**ISSUE/BACKGROUND INFORMATION:**

A New Position or Position Deletion Request was submitted by the Public Works Department during the 2017 budget process.

**ACTION REQUESTED:**

Change the allocation of the cost of the Public Works Director, Business Manager and Clerk/Typist II positions to: 75% to the Highway Division and 25% to the Facility Management Division to better reflect the actual division of duties and costs between the divisions.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
  - a. If yes, what is the amount of the impact? \$ \_\_\_\_\_
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☒ Yes ☐ No It is reflected in the 2017 budget.
    1. If yes, in which account? \_\_\_\_\_
    2. If no, how will the impact be funded? \_\_\_\_\_

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

1a

November 2, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2017 BUDGET PROCESS IN THE**  
**PUBLIC WORKS – FACILITY MANAGEMENT TABLE OF ORGANIZATION**

WHEREAS, at the September 26, 2016, Planning, Development and Transportation Committee (“Committee”) meeting, the committee requested a resolution to increase the rate of pay for the Housekeeper position in the Public Works – Facility Management table of organization to \$13.64 per hour; and,

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, 1.50 FTE Housekeeper positions at \$13.06 per hour be increased to \$13.64 per hour and 1.50 FTE Housekeeper positions at \$11.63 per hour be increased to \$13.64 per hour in the Public Works – Facility Management table of organization; requested through the 2017 budget process to be effective January 1, 2017.

**Budget Impact:**

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Housekeeper Increase from \$13.06/hour to \$13.64/hr.	1.50	Addition	\$2,695	\$ 385	\$3,080
Housekeeper Increase from \$11.63/hour to \$13.64/hour	1.50	Addition	\$5,387	\$ 860	\$5,387
<b>Total 2017 Budget Impact Public Works – Facility Management</b>					<b>\$9,327</b>

**Budget Impact:** *The fiscal change of this resolution is reflected in the 2017 budget.*

Respectfully submitted,  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Authored by Human Resources

Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

\_\_\_\_\_  
Motion made by Supervisor \_\_\_\_\_

\_\_\_\_\_  
Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
BECKER	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_



HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 10/11/16  
**REQUEST TO:** Planning, Development & Transportation Committee  
**MEETING DATE:** October 17, 2016  
**REQUEST FROM:** Pete Bilski  
Interim Human Resources Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Approving New or Deleted Positions During the 2017 Budget Process In The Public Works - Facility Management Table of Organization

**ISSUE/BACKGROUND INFORMATION:**

At the September 26, 2016, Planning, Development & Transportation Committee meeting, the committee requested a resolution regarding increasing the Housekeeper rate of pay.

**ACTION REQUESTED:**

Make the following changes to the Public Works – Facility Management table of organization:

- Increase 1.50 FTE Housekeeper positions from \$13.06/hour to \$13.64/hour
- Increase 1.50 FTE Housekeeper positions from \$11.63/hour to \$13.64/hour

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
  - a. If yes, what is the amount of the impact? \$9,327
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☐ Yes ☒ No
    1. If yes, in which account? \_\_\_\_\_
    2. If no, how will the impact be funded? \_\_\_\_\_

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

1b

November 2, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2017 BUDGET PROCESS IN THE**  
**PUBLIC WORKS TABLE OF ORGANIZATION**

WHEREAS, a New Position or Position Deletion Request was submitted by the Public Works Department ("Department") during the 2017 budget process; and,

WHEREAS, the Department has evaluated the workload to support the new changes and has identified positions to be added and/or eliminated from the table of organization; and

WHEREAS, the Department has experienced an increase in workload due to the additional lane miles resulting from the US/Interstate 41 project as well as the State's expectations for winter coverage and summer maintenance; and,

WHEREAS, the State has been increasing RMA funding to offset the costs of the manpower required to meet these expectations and requirements; and,

WHEREAS, the Department is requesting to add 7.00 FTE Highway Crew positions to provide the level of service necessary to meet State expectations as well as maintain Brown County's County Highway System and provide the level of service needed for county and municipality needs; and,

WHEREAS, the Department has requested to add 1.50 FTE LTE Highway Maintenance positions to assist with the completion of maintenance needs for the county, state and municipalities before winter arrives as well as prevent overtime costs of the highway crew having to complete the maintenance; and,

WHEREAS, due to the difficulty of recruiting and retaining quality engineering interns, the Department has requested to reorganize the summer positions. The experience and qualifications required for the LTE Summer Engineer position would increase as well as the

1C

wage. The Department has requested to delete (4.00) FTE LTE Summer Employee positions at \$10.25 per hour, add 2.85 FTE LTE Summer Employee positions at \$10.25 per hour and add 1.27 FTE LTE Summer Employee Engineer positions at \$13.75 per hour.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Public Works – Highway Division table of organization be changed by adding 7.00 FTE Highway Crew positions, adding 1.50 FTE LTE Highway Maintenance positions, deleting (4.00) FTE LTE Summer Employee positions, adding 2.85 FTE LTE Summer Employee positions and adding 1.27 FTE LTE Summer Employee Engineering positions; requested through the 2017 budget process to be effective January 1, 2017.

**Budget Impact:**

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Highway Crew	7.00	Addition	\$ 306,922	\$ 128,555	\$ 435,477
LTE Highway Maintenance	1.50	Addition	\$ 37,440	\$ 4,764	\$ 42,204
LTE Summer Employee	(4.00)	Deletion	\$( 84,562)	\$( 7,277)	\$( 91,839)
LTE Summer Employee	2.85	Addition	\$ 60,885	\$ 5,240	\$ 66,125
LTE Summer Employee Engineer	1.27	Addition	\$ 36,300	\$ 3,124	\$ 39,424
<b>Total 2017 Budget Impact Public Works – Highway Division</b>					<b>\$ 491,391</b>

**Budget Impact:** *The fiscal change of this resolution is reflected in the 2017 budget.*

Respectfully submitted,  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Authored by Human Resources

Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
BECKER	26				

Total Votes Cast \_\_\_\_\_

Motion:      Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 10/11/16  
**REQUEST TO:** Planning, Development & Transportation Committee  
**MEETING DATE:** October 17, 2016  
**REQUEST FROM:** Pete Bilski  
Interim Human Resources Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Approving New or Deleted Positions During the 2017 Budget Process In The Public Works – Highway Table of Organization

**ISSUE/BACKGROUND INFORMATION:**

A New Position or Position Deletion Request was submitted by the Public Works Department during the 2017 budget process.

**ACTION REQUESTED:**

Make the following changes to the Public Works - Highway table of organization:

- Add 7.00 FTE Highway Crew positions
- Add 1.50 FTE LTE Highway Maintenance positions
- Delete (4.00) FTE LTE Summer Employee positions
- Add 2.85 FTE LTE Summer Employee positions
- Add 1.27 FTE LTE Summer Employee Engineer positions

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☒ No
  - a. If yes, what is the amount of the impact? \$491,391
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☒ Yes ☐ No It is reflected in the 2017 budget.
    1. If yes, in which account? \_\_\_\_\_
    2. If no, how will the impact be funded? \_\_\_\_\_

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

November 2, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2017 BUDGET PROCESS IN THE**  
**REGISTER OF DEEDS TABLE OF ORGANIZATION**

WHEREAS, a New Position or Position Deletion Request was submitted by the Register of Deeds Department (“Department”) during the 2017 budget process; and,

WHEREAS, the Department has evaluated the workload to support the new changes and has identified positions to be added and/or eliminated from the table of organization; and

WHEREAS, the Department has requested to reduce a vacant Vital Records Specialist position (“Position”) from 1.00 FTE to 0.70 FTE due to a reduction in workload; and,

WHEREAS, the Position would cover the busiest customer service hours from 9:00 a.m. to 2:00 p.m., Monday – Friday and for staff shortages as needed; and,

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Register of Deeds table of organization be changed by reducing 1.00 FTE Vital Records Specialist position to 0.70 FTE Vital Records Specialist position; requested through the 2017 budget process to be effective January 1, 2017.

**Budget Impact:**

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Vital Records Specialist	(1.00)	Deletion	\$(35,277)	\$(14,843)	\$(50,120)
Vital Records Specialist	0.70	Addition	\$ 24,694	\$ 13,280	\$ 37,974
<b>Total 2017 Budget Impact – Register of Deeds</b>					<b>\$(12,146)</b>

**Budget Impact:** *The fiscal change of this resolution is reflected in the 2017 budget.*

Respectfully submitted,  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE  
EXECUTIVE COMMITTEE

2a

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Authored by Human Resources

Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

\_\_\_\_\_  
Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
BECKER	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

# Brown County

The seal of Brown County, Wisconsin, is a circular emblem. It features a central illustration of a classical building with a dome, likely a courthouse or government building. The words "Brown County" are arched across the top, and "Established 1818" is arched across the bottom. Two small stars are positioned on the left and right sides of the seal.☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**



November 2, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2017 BUDGET PROCESS IN THE**  
**PLANNING AND LAND SERVICES TABLE OF ORGANIZATION**

WHEREAS, a New Position or Position Deletion Request was submitted by the Planning and Land Services Department (“Department”) during the 2017 budget process; and,

WHEREAS, the Department has evaluated the workload to support the new changes and has identified positions to be added and/or eliminated from the table of organization; and

WHEREAS, with the exception of three positions in the Department, all positions are presently budgeted at 2,080 annual hours; and,

WHEREAS, for departmental consistency, the Department has requested to increase a Central Services Specialist position and two Property Analyst positions from 1,950 to 2,080 annual hours; and,

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Planning and Land Services table of organization be changed by increasing the annual hours to 2,080 for 1.00 FTE Central Services Specialist position and 2.00 FTE Property Analyst positions; requested through the 2017 budget process to be effective January 1, 2017.

**Budget Impact:**

Position Title	Hours	Addition/ Deletion	Salary	Fringe	Total
Central Services Specialist	130	Addition	\$ 2,223	\$ 319	\$ 2,542
Property Analyst	130	Addition	\$ 3,120	\$ 450	\$ 3,570
Property Analyst	130	Addition	\$ 3,297	\$ 474	\$ 3,771
<b>Total 2017 Budget Impact – Planning and Land Services</b>					<b>\$ 9,883</b>

***Budget Impact:*** The fiscal change of this resolution is reflected in the 2017 budget.



Respectfully submitted,  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Authored by Human Resources

Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

\_\_\_\_\_  
Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
BECKER	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

# Brown County

The seal of Brown County, Wisconsin, is a circular emblem. It features a central illustration of a red-roofed building, likely a courthouse or government building, with a clock tower. The words "Brown County" are written in a red, stylized font along the top inner edge of the seal. The words "Established 1818" are written in a black, serif font along the bottom inner edge. Two blue stars are positioned on the left and right sides of the seal, separating the top and bottom text.

November 2, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2017 BUDGET PROCESS IN THE**  
**PORT AND RESOURCE RECOVERY DEPARTMENT TABLE OF ORGANIZATION**

WHEREAS, a New Position or Position Deletion Request was submitted by the Port and Resource Recovery Department ("Department") during the 2017 budget process; and,

WHEREAS, the Department has evaluated the workload to support the new changes and has identified positions to be added and/or eliminated from the table of organization; and

WHEREAS, the Department has requested Lead Pay at \$1.00 per hour for the Resource Recovery Associate position when performing lead duties.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Port and Resource Recovery Department table of organization be changed by adding Lead Pay at \$1.00 per hour for the Resource Recovery Associate position when performing lead duties; requested through the 2017 budget process to be effective January 1, 2017.

**Budget Impact:**

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Resource Recovery Associate Lead Pay @ \$1.00/hour		Addition	\$2,080	\$ 406	\$2,486
<b>Total 2017 Budget Impact – Port and Resource Recovery</b>					<b>\$2,486</b>

**Budget Impact:** *The fiscal change of this resolution is reflected in the 2017 budget.*

Respectfully submitted,  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE  
EXECUTIVE COMMITTEE

4a

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Authored by Human Resources

Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

\_\_\_\_\_  
Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
BECKER	26				

Total Votes Cast \_\_\_\_\_

Motion:      Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

# Brown County

The seal of Brown County, Wisconsin, is a circular emblem. It features a central illustration of a classical building with a dome and columns, likely representing the County Courthouse. The words "Brown County" are arched across the top, and "Established 1818" is arched across the bottom. Two small stars are positioned on the left and right sides of the seal.

4a

November 2, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2017 BUDGET PROCESS IN THE**  
**AIRPORT TABLE OF ORGANIZATION**

WHEREAS, a New Position or Position Deletion Request was submitted by the Airport (“Department”) during the 2017 budget process; and,

WHEREAS, the Department has evaluated the workload to support the new changes and has identified positions to be added and/or eliminated from the table of organization; and

WHEREAS, over the past five years the Department has acquired additional pieces of complex equipment required to maintain the airfield and safety of passengers; and,

WHEREAS, the Department has requested Lead Pay for a Maintenance Mechanic – Airfield position to provide frontline oversight and prioritize equipment repairs and needs. This would allow the Operations Supervisor to focus on other critical management duties; and,

WHEREAS, the Department has requested Lead Pay at \$1.00 per hour for the Maintenance Mechanic – Airfield position when performing lead duties.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Airport table of organization be changed by adding Lead Pay at \$1.00 per hour for the Maintenance Mechanic – Airfield position when performing lead duties; requested through the 2017 budget process to be effective January 1, 2017.

**Budget Impact:**

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Maintenance Mechanic – Airfield Lead Pay @ \$1.00/hour		Addition	\$ 2,080	\$ 406	\$ 2,486
<b>Total 2017 Budget Impact – Airport</b>					<b>\$ 2,486</b>

**Budget Impact:** *The fiscal change of this resolution is reflected in the 2017 budget.*

Respectfully submitted,  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Authored by Human Resources

Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

\_\_\_\_\_  
Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
BECKER	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_



# Brown County

The seal of Brown County, Wisconsin, is a circular emblem. It features a central illustration of a large, ornate building, likely a courthouse or government building, with a prominent dome and multiple windows. The text "BROWN COUNTY" is arched across the top of the seal, and "Established 1818" is arched across the bottom. Two small stars are positioned on either side of the central building.

November 2, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS**  
**DURING THE 2017 BUDGET PROCESS IN THE**  
**U.W. EXTENSION TABLE OF ORGANIZATION**

WHEREAS, a New Position or Position Deletion Request was submitted by the U.W. Extension Department ("Department") during the 2017 budget process; and,

WHEREAS, the Department has evaluated the workload to support the new changes and has identified positions to be added and/or eliminated from the table of organization; and

WHEREAS, the Department has requested to delete the following positions due to the elimination of funding: Delete (0.10) FTE STEM Outreach Facilitator position, delete (0.11) FTE Teen Market Garden Coordinator position, delete (0.10) FTE LTE Communication Media Specialist position, delete (0.08) FTE LTE Garden Assistant position, delete (0.25) FTE LTE FIELDS Director position, delete (0.28) FTE LTE Invasive Species Aide position; and,

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the U.W. Extension table of organization be changed by deleting (0.10) FTE STEM Outreach Facilitator position, deleting (0.11) FTE Teen Market Garden Coordinator position, deleting (0.10) FTE LTE Communication Media Specialist position, deleting (0.08) FTE LTE Garden Assistant position, deleting (0.25) FTE LTE FIELDS Director position, deleting (0.28) FTE LTE Invasive Species Aide position; requested through the 2017 budget process to be effective January 1, 2017.

6a

**Budget Impact:**

<b>Position Title</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
STEM Outreach Facilitator	(0.10)	Deletion	\$( 3,240)	\$( 305)	\$( 3,545)
Teen Market Garden Coordinator	(0.11)	Deletion	\$( 2,640)	\$( 248)	\$( 2,888)
LTE Communication Media Specialist	(0.10)	Deletion	\$( 6,001)	\$( 516)	\$( 6,517)
LTE Garden Assistant	(0.08)	Deletion	\$( 2,470)	\$( 213)	\$( 2,683)
LTE FIELDS Director	(0.25)	Deletion	\$(15,002)	\$(1,291)	\$(16,293)
LTE Invasive Species Aide	(0.28)	Deletion	\$( 4,329)	\$( 372)	\$( 4,701)
<b>Total 2017 Budget Impact – U.W. Extension</b>					<b>\$(36,627)</b>

**Budget Impact:** *The fiscal change of this resolution is reflected in the 2017 budget.*

Respectfully submitted,

PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Authored by Human Resources

Approved by Corporation Counsel's Office

6a

# Brown County

The seal of Brown County, Wisconsin, is a circular emblem. It features a central illustration of a classical building with a dome and columns, likely a courthouse. The words "Brown County" are arched across the top, and "Established 1818" is arched across the bottom. Two small stars are positioned on the left and right sides of the seal.

## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

ba

**MINUTES**  
**BROWN COUNTY REVOLVING LOAN FUND COMMITTEE**  
Thursday, May 26, 2016  
Northern Building  
305 E. Walnut Street, Conference Room 391  
Green Bay, WI 54301  
10:00 a.m.

**ROLL CALL:**

Robert Patrickus  
Charles Riley

X  
Exc

Ron Van Straten, Chair  
Chad Weininger

X  
X

**OTHERS PRESENT:** Chuck Lamine, Kathy Meyer

R. Van Straten called the meeting to order at 10:00 a.m.

**ORDER OF BUSINESS:**

1. Approval of the minutes of the November 19, 2014, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by C. Weininger, seconded by R. Patrickus, to approve the minutes as presented. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a partial security subordination request for Fusion Integrated Solutions, LLC.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by C. Weininger, seconded by R. Patrickus, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of reviewing a partial security subordination request for Fusion Integrated Solutions, LLC. Motion carried unanimously.

A motion was made by C. Weininger seconded by R. Patrickus to return to open session. Motion carried unanimously.

A motion was made by C. Weininger seconded by R. Patrickus to approve the subordination request of Fusion Integrated Solutions subject to the review of current financial statements. Motion passed unanimously.

3. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing an amendment of the loan agreement for Shining Stars Pre-School & Childcare Center, LLC. Per the recommendations of the Wisconsin Department of Administration Division of Housing.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by R. Patrickus, seconded by C. Weininger, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of reviewing an amendment of the loan agreement for Shining Stars Pre-School & Childcare Center, LLC. Motion carried unanimously.

A motion was made by C. Weininger, seconded by R. Patrickus, to return to open session. Motion carried unanimously.

A motion was made by R. Patrickus, seconded by C. Weininger, to amend loan agreement documents to change the job performance deadline from June 15, 2023 to June 15, 2016 per recommendation from the WisDOA. Motion passed unanimously.

4. Update regarding status of existing Brown County Economic Development Revolving Loans.

The Revolving Loan Fund Program loan status report was reviewed. C. Lamine stated that the portfolio is in pretty good shape.

5. Other matters.

C. Lamine reported an application was received from New Leaf Market, a cooperative community-owned grocery store. C. Lamine stated that it's a complicated process, and we have given them a list of items/questions that need to be addressed.

C. Lamine stated he has spoken with a chiropractor who is looking to open a clinic in Hobart.

C. Lamine stated he met with David Stauffacher and he's with Chuck Brys at Wisconsin Small Business Development Center and he will be a good resource for businesses participating in the Brown County revolving Loan Fund program.

6. Adjourn.

A motion was made by R. Patrickus, seconded by C. Weininger, to adjourn. Motion carried unanimously. The meeting adjourned at 10:44 a.m.

16-91

## BUDGET ADJUSTMENT REQUEST

**Category****Approval Level**

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1            | Reallocation from one account to another in the same level of appropriation  | Dept Head   |
| <input type="checkbox"/> 2            | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul> | Director of Admin                                     |
| <input type="checkbox"/> 3            | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation  | County Exec   |
| <input type="checkbox"/> 4            | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)  | County Exec   |
| <input type="checkbox"/> 5 a)         | Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)   | Admin Committee                                       |
| <input type="checkbox"/> 5 b)         | Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation.  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 6            | Reallocation between two or more departments, regardless of amount   | Oversight Comm<br>2/3 County Board                    |
| <input checked="" type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue  | Oversight Comm <sup>ow</sup><br>2/3 County Board      |
| <input type="checkbox"/> 8            | Any allocation from a department's fund balance  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 9            | Any allocation from the County's General Fund  | Oversight Comm<br>Admin Committee<br>2/3 County Board |

**Justification for Budget Change:**

Port was awarded grant dollars to fund the Wisconsin Commercial Ports Master Plan Phase II for the period 7/9/15 to 9/30/16 by Wisconsin Department of Administration-Division of Intergovernmental Relations, Wisconsin Economic Development Corp, and Wisconsin Department of Transportation. This budget adjustment is to properly budget for the grant dollars available and the related expenditures in 2016.

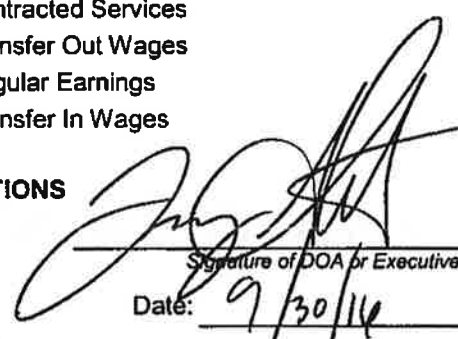
**Budget Impact: \$78,038**

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	650.078.300.4301	Federal Grant Revenue	56,361
<input checked="" type="checkbox"/>	<input type="checkbox"/>	650.078.300.4303	Local Grant Revenue	21,677
<input checked="" type="checkbox"/>	<input type="checkbox"/>	650.078.300.5700	Contracted Services	64,216
<input checked="" type="checkbox"/>	<input type="checkbox"/>	650.078.300.9003.400	Transfer Out Wages	13,822
<input checked="" type="checkbox"/>	<input type="checkbox"/>	650.078.001.5100	Regular Earnings	13,822
<input checked="" type="checkbox"/>	<input type="checkbox"/>	650.078.001.9002.400	Transfer In Wages	13,822

**AUTHORIZATIONS**

  
Signature of Department Head

Department: Port & Resource Recovery  
Date: 9-23-16

  
Signature of DOA or Executive  
Date: 9/30/16

402  
9/28/16

November 2, 2016

**ORDINANCE CREATING SECTION 6.14 OF CHAPTER 6  
OF THE BROWN COUNTY CODE ENTITLED  
"COUNTY TRUNK HIGHWAY MAINTENANCE AND IMPROVEMENTS"**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

**Section 1** - Section 6.14 of Chapter 6 of the Brown County Code regarding County Trunk Highway Maintenance and Improvements is created as follows:

**6.14 County Trunk Highway Maintenance and Improvements.** The Public Works Department shall maintain the county trunk highway system in accordance with Section 83.025(2) of the Wisconsin Statutes. The Public Works Department shall improve the applicable portions of the county trunk highway system in accordance with Section 83.05 of the Wisconsin Statutes. Per Section 83.05(3) of the Wisconsin Statutes, the provisions of Section 83.05(1) & (2) shall apply to urban or proposed urban areas of villages and towns in that such villages and towns shall improve streets subject hereto in the manner provided generally for making street improvements unless, as mutually agreed upon by said municipality and the Brown County Highway Commissioner, the Public Works Department agrees to perform the work, either in whole or in part, or to let the contract for construction.

**Section 2** - This Ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Final Draft Approved by Corporation Counsel

*Fiscal Impact: This ordinance does not require an appropriation from the General Fund, and will have no fiscal affect in 2016. The ordinance is projected to reduce debt service payments in the future.*



PUBLIC WORKS DEPARTMENT



2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.  
DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** June 24, 2016  
**REQUEST TO:** PD&T Committee  
**MEETING DATE:** June 27, 2016  
**REQUEST FROM:** Paul Fontecchio, P.E.  
PD&T Committee

**REQUEST TYPE:** ☐ New resolution ☐ Revision to resolution  
☒ New ordinance ☐ Revision to ordinance

**TITLE:** 6.14 County Trunk Highway Maintenance and Improvements.

**ISSUE/BACKGROUND INFORMATION:**

Based on past practice, Brown County has utilized a project based municipal agreement when an "improvement" project is to be performed in cities, villages, and in urban areas of towns. The costs for most items were shared 50/50 between the municipality and the county with the county administering the project from design through construction. To our knowledge this municipal agreement has never been formally adopted by the County Board.

After receiving training from von Briesen in early May 2016, it came to our attention that we are not following Wis. Stat. §83.05, especially with the cities in regards to improvement projects. This section of state law specifically says that cities determine the roadway width, type of improvement, and all other features of construction. It also states that "Unless specifically authorized by the county, the payment by the county shall not exceed the cost of 22 feet of the width of the pavement, as well as a portion of the costs of grading, draining, and appertaining structures." Without county board approval, we cannot cost share 50/50 with a city at this time.

**ACTION REQUESTED:**

Approval of the proposed ordinance.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact?     ☐ Yes     ☒ No
  - a. If yes, what is the amount of the impact?     \*See Note Below.
  - b. If part of a bigger project, what is the total amount of the project?     \$ \_\_\_\_\_
  - c. Is it currently budgeted?     ☐ Yes     ☒ No
    1. If yes, in which account?     \_\_\_\_\_
    2. If no, how will the impact be funded?     \_\_\_\_\_

**\*Note:** This ordinance does not require an appropriation from the General Fund, and will have no fiscal affect in 2016. The ordinance is projected to reduce debt service payments in the future. For example, current practice is to split the cost of a reconstruction project 50/50 with a municipality. So for a 1.0 mile long road that would cost a total of \$2,000,000 to reconstruct from a rural roadway to an urban roadway the municipality would pay \$1,000,000 and the county would pay \$1,000,000. With the new ordinance the county would pay a set cost per linear foot based on the cost of a county reconditioning project, which for 2016 would be \$68 per linear foot or in this example \$359,040 (\$68x5,280'). The municipality would pay the remainder of the total project cost.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

PUBLIC WORKS DEPARTMENT

*Brown County*

2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.  
DIRECTOR

TO: Brown County Municipalities  
FROM: Paul Fontecchio, P.E.  
DATE: July 6, 2016  
RE: Proposed County Ordinance 6.14

Attached with this memo is an updated copy of the information provided to the Planning, Development, and Transportation (PD&T) committee on June 27, 2016. Brown County Public Works initiated a policy discussion with the PD&T committee regarding the cost sharing of highway improvement projects in urban areas using state statute as the basis for setting Brown County policy.

At the June meeting, the PD&T committee asked staff to solicit comments from the municipalities within Brown County and invite municipal representatives to the next PD&T committee meeting for an opportunity to comment on the proposed ordinance. The next PD&T meeting is scheduled for July 25, 2016 at 6:15 pm at the UW Extension Building (1150 Bellevue Street).

As is discussed in the enclosed memo, state statute specifically addresses improvements in cities under Section 83.05. The policy decision being brought to PD&T is in regards to applying those requirements to urban or proposed urban areas within villages and towns.

Please feel free to email me any comments you may have prior to the PD&T meeting in July or call me anytime to discuss at (920) 662-2170.

Sincerely,



Paul Fontecchio, P.E.  
Public Works Director

Copy: PD&T Committee

PUBLIC WORKS DEPARTMENT



2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.  
DIRECTOR

TO: PD&T Committee  
FROM: Paul Fontecchio, P.E.  
DATE: June 27, 2016  
RE: Proposed County Ordinance 6.14

Brown County Public Works is proposing this addition to County code to formalize our municipal maintenance and improvement policy based on Wisconsin state statutes. The proposed ordinance addition is as follows:

**6.14 County Trunk Highway Maintenance and Improvements.** The Public Works Department shall maintain the county trunk highway system in accordance with Section 83.025(2) of the Wisconsin Statutes. The Public Works Department shall improve the applicable portions of the county trunk highway system in accordance with Section 83.05 of the Wisconsin Statutes. Per Section 83.05(3) of the Wisconsin Statutes, the provisions of Section 83.05(1) and (2) shall apply to urban or proposed urban areas of villages and towns in that such villages and towns shall improve streets subject hereto in the manner provided generally for making street improvements unless, as mutually agreed upon by said municipality and the Brown County Highway Commissioner, the Public Works Department agrees to perform the work, either in whole or in part, or to let the contract for construction.

Attachment #1 has section 83.025 and 83.05 of the Wisconsin statutes for your reference.

**Definition of Terms:**

Per the attached article (Attachment #2) from von Briesen law firm:

- **Improvement:** "An improvement of a county highway is defined by Wis. Stat. §84.01(9)(b) to include 'construction, reconstruction and the processes incidental to building, fabricating or bettering a highway, but not maintenance.'"
- **Maintenance:** "The DOT defines maintenance of a county highway to include 'all those measures and activities necessary to preserve a highway, as nearly as possible, in the condition of its construction. Maintenance generally involves no change in horizontal alignment, roadway widths or grade.'"

**Background:**

Based on past practice, Brown County has utilized a project based municipal agreement (Attachment #3) when an "improvement" project is to be performed in cities, villages, and in urban areas of towns. The costs for most items were shared 50/50 between the municipality

and the county with the county administering the project from design through construction. To our knowledge this municipal agreement has never been formally adopted by the County Board. After receiving training from von Briesen in early May 2016, it came to our attention that we are not following Wis. Stat. §83.05, especially with the cities in regards to improvement projects. This section of state law specifically says that cities determine the roadway width, type of improvement, and all other features of construction. It also states that "Unless specifically authorized by the county, the payment by the county shall not exceed the cost of 22 feet of the width of the pavement, as well as a portion of the costs of grading, draining, and appertaining structures." Without county board approval, we cannot cost share 50/50 with a city at this time.

Lastly, there has been some confusion by some municipalities as to who 'owns' the storm sewer (and other features) along a county highway within city or village limits. While it is very clear per Wisconsin statute, the 50/50 cost sharing for a roadway improvement project has confused some municipalities. By following state statute in the future we hope the confusion will be abated.

### **State Law:**

Sections 83.05 and 83.025 of the Wisconsin statutes define the responsibilities of the county in regards to county highway improvements and maintenance.

Improvements should be made to the county highways per section 83.05 of the Wisconsin statutes and will typically follow these steps:

1. County and Municipality agree to improve a section of county highway within the municipal limits (funds are approved from both the municipality and county for the project).
2. Municipality determines the roadway width.
3. Municipality determines the type of improvement (typical section, pavement type, roundabout versus signals, etc.)
4. Municipality determines all other features of the construction (curb and gutter type, storm sewer, etc.) All features of construction are subject to the approval of the county highway commissioner.
5. Municipality determines if any acquisition of land is required as a result of the design (the municipality prepares the right-of-way plat), and pays for the cost of the right-of-way acquisition (since the amount of land to be acquired is determined by the municipality as a function of their design of the roadway). The County acquires the land per section 83.07 and 83.08 of the Wisconsin statutes.
6. County highway commissioner fixes the amount per linear foot of the improvement to be paid by the county (unless specifically authorized by the county, cannot exceed 22 feet of the width of the pavement as well as a portion of the costs of grading, draining, and appertaining structures).
7. Municipality pays for the balance of the expense of the improvement.
8. Municipality improves the street in the manner provided generally for making street improvements (follows the Municipality's process – typically bidding out the work).
9. Municipality supervises the construction work, but is subject to the inspection of the county highway commissioner.

10. Upon completion of the work, the county's share of the cost shall be paid to the contractor as though the county had been an immediate party to the contract.
11. Assessments of benefits may be made by the municipality against abutting properties per the municipality's ordinances, not to exceed the difference between the cost of the improvement and the amount contributed by the county.

Per Wis. Stat. §83.05(3), if the proposed County ordinance is approved, these steps shall apply to villages and towns (in urban areas only for towns).

Section 83.025 of the Wisconsin Statutes governs the maintenance of county highways, specifically:

- 83.025(2) Width of highway maintained by the County includes every way open to the use of the public as a matter of right for the purposes of vehicular travel, including the shoulder. In an urban area this would include the curb and gutter.
- 83.025(2) Maintenance of a county highway through a municipality includes those measures and activities necessary to preserve the highway, as nearly as possible, in the condition of its construction including:
  - Pavement marking
  - Signing
  - Crack sealing
  - Asphalt patching
  - Concrete pavement repair
  - Asphalt resurfacing
  - Curb and gutter repair
  - Storm sewer manhole and inlet casting/pavement (emergency repairs only)
  - Street sweeping (performed for roadway maintenance purposes)
  - Application of protective coatings (bridges)
  - Guard rail
  - Removal, treatment and sanding/salting of ice
  - Removal and control of snow
  - Interim repair of highway surfaces and adjacent structures
  - Center median mowing (performed only for visibility purposes)
  - Traffic signal operation

Items that are placed at the discretion of the municipality are the responsibility of the municipality to maintain, including:

- Street lighting
- Sidewalks
- Pavement marking associated with sidewalks (crosswalks)
- Off street bike paths
- Sanitary sewer
- Storm sewer
- Water mains
- Other municipal utilities
- Mowing behind the curb line (terrace area)
- Center median mowing (performed for aesthetic purposes)
- Snow and ice removal on sidewalks and/or bike paths

- Roundabout center island landscaping
- Storm water devices (ponds, swales, etc.)
- Street sweeping (performed for total suspended solids removal purposes)
- Trees, shrubs, and other landscaping behind the curb line (in terrace area)

Neither of these maintenance lists is intended to be 'all inclusive', but, rather to demonstrate measures and activities necessary to preserving a highway defined as that portion of the roadway open to the public as a matter of right for the purposes of vehicular travel, including the shoulder and/or curb and gutter.

### **Impacts:**

Some of the impacts if Section 6.14 of the Brown County ordinance language is adopted:

- Brown County Public Works will have an adopted County ordinance that follows state statutes.
- Municipalities will have more control over the roadways within their respective boundaries as they will be able to "determine the type of improvement, the width, and all other features of the construction".
- Municipalities will be able to "improve the street in the manner provided generally for making street improvements" – that is they can bid out the work per their municipal process, or the County can perform the work in whole or in part as mutually agreed upon with the Municipality.
- Municipalities will be in more control of urbanizing roadways according to their economic development plans in terms of when a roadway project is completed. This should strengthen economic development opportunities. Recently, we have seen a number of instances where municipalities working with large business developments want the surrounding infrastructure improved with the business development. The proposed addition to the County ordinance would make it easier for municipalities to coordinate roadway improvements with business development.
- Municipalities and Brown County will be able to better work together regarding improvement projects with a clearly defined procedure based on state statutes. Often the County is in the position of just building the bare necessities for a roadway to minimize overall costs, and a municipality is wanting more included to the project scope for future development purposes.
- Municipalities will be able to better schedule and budget for improvements. Currently, Brown County is relying on state transportation aid for the larger urbanization projects the municipalities want to have done – CTH C in Howard, CTH XX in Bellevue, and CTH HS in Suamico are current examples. These projects may not be done as soon as the municipality would like due to funding constraints at the County.
- Municipalities would pay more than the current 50/50 cost share arrangement of the past. If the county were to set the rate this year, we would base the rate on a typical county reconditioning project not exceeding 22' of asphalt per Wis. Stat. §83.05. The budgeting/estimating cost for 2016 is \$360,000 per mile or \$68 per linear foot.

Therefore, for 2016 the amount per linear foot the county would participate towards the cost of an improvement project in a city, village, or urban area of a town would be \$68 per foot. For cities this is the state law we will need to follow even if no action is taken by the County Board regarding the proposed ordinance change.

- Municipalities will be able to utilize tax increment funding, state transportation aid, and assessments to help fund these projects as they see fit. Municipalities have more ways to pay for the large urban construction or reconstruction projects than the County. Assessments of benefits may be made by the municipality not to exceed the difference between the cost of the improvement and the amount contributed by the county.
- Municipalities within the Brown County MS4 (municipal separate storm sewer system) will need to be responsible for the requirements for the urban areas within their municipality.
- Currently, all taxpayers in the County are paying for a large urban reconstruction project in one municipality. With the proposed County ordinance, the costs for the large urban improvements are shifted to the municipality's taxpayers where their elected representatives can best decide what roadways to improve, when to improve them, and what features they want. This is especially important since the local taxpayers are likely the ones that will end up paying assessments to the municipality for the project.

**Recommendation:**

Brown County Public Works is proposing this addition to County code to formalize our municipal maintenance and improvement policy based on Wisconsin state statutes.

**6.14 County Trunk Highway Maintenance and Improvements.** The Public Works Department shall maintain the county trunk highway system in accordance with Section 83.025(2) of the Wisconsin Statutes. The Public Works Department shall improve the applicable portions of the county trunk highway system in accordance with Section 83.05 of the Wisconsin Statutes. Per Section 83.05(3) of the Wisconsin Statutes, the provisions of Section 83.05(1) and (2) shall apply to urban or proposed urban areas of villages and towns in that such villages and towns shall improve streets subject hereto in the manner provided generally for making street improvements unless, as mutually agreed upon by said municipality and the Brown County Highway Commissioner, the Public Works Department agrees to perform the work, either in whole or in part, or to let the contract for construction.

Section 83.05 of the Wisconsin Statutes specifically applies to cities, unless Section 83.05(3) is approved by the county board, so it is included in the proposed Brown County ordinance language. In Brown County, the cities, villages, and urban areas of towns all function similarly and should all follow the same rules for improvements. If adopted, Brown County Public Works will have an improvement and maintenance policy that follows state statute and gives more local control to the more urbanized municipalities in the County.

Based on the County's current 6-year plan this is a good time to approve this ordinance since most of our scheduled projects are not impacted in terms of cost sharing arrangements. Any municipal agreements currently in place will be honored by the County and the ordinance would be applied to projects without a currently signed municipal agreement moving forward.



# Attachment #1

**83.025 County trunk highways. (2)** The county trunk system shall be marked and maintained by the county. No county shall be responsible for the construction and maintenance of a city or village street on the county trunk highway system to a greater width than are those portions of such system outside the village or city and connecting with such street. When a portion of a county trunk highway extending from one county to another has less mileage than is practical for a patrol section, such portion shall be patrolled by the county in which the major portion of the highway lies, and each county shall bear its proportionate share of the expense of maintenance, payable monthly. The marking and signing of the county trunk highway systems shall be uniform throughout the state, as prescribed by the department.

*Note: Per Wis. Stat. §83.015(2)(b), the county highway commissioner shall have the administrative powers and duties prescribed for the county highway committee under 83.05(1).*

**83.05 Improving streets over 18 feet wide. (1)** When a portion of the system of county aid highways in any city is to be improved, and the funds from the city and county are available therefor, the city may determine that the roadways shall be paved to a greater width than 18 feet. If it so decides, the city may determine the type of improvement, the width, and all other features of the construction, subject to the approval of the county highway committee. And said committee shall fix the amount per linear foot of the improvement to be paid by the county. The city shall then improve the street in the manner provided generally for making street improvements. The work shall be done under the supervision of the city, but subject to the inspection of the county highway commissioner.

**(2)** Upon the completion of the work the county's share of the cost shall be paid to the contractor as though the county had been an immediate party to the contract. Unless specifically authorized by the county, the payment by the county shall not exceed the cost of 22 feet of the width of the pavement, as well as a portion of the costs of grading, draining, and appertaining structures. The balance of the expense of the improvement shall be borne by the city, and shall be provided in the manner in which expense of street improvement is ordinarily met. Assessments of benefits may be made by the city against abutting property in the manner provided where the improvement is done solely at the expense of the city, but such assessments of benefits shall not exceed the difference between the cost of the improvement and the amount contributed thereto by the county.

**(3)** The provisions of subs. (1) and (2) shall apply to villages and towns subject to the approval of the county board.

## **The Scope of Duty to Maintain and Improve County Highways Running Through Cities**

Counties, cities and villages cooperate with one another in the provision of many services and, in some instances, with respect to the construction and maintenance of infrastructure. The purpose of this article is to identify a city and county's respective role as it relates to the maintenance and improvement of county highways that run through a municipality. Hopefully, the understanding of statutory responsibilities can assist in developing a long-term plan for counties and municipalities to work with one another in ensuring that our state's transportation infrastructure continues in good working order.

### *A. County Responsibility for Maintenance of Highways Running Through Cities*

Section 83.025, Wis. Stat., governs the maintenance of county trunk highways. In short, sec. 83.025(2) requires the County to maintain a county highway that connects with a city street to the width of the highway outside the city as it connects with the street.<sup>1</sup>

Section 83.025 does not define the "width" of the highway. The attorney general has interpreted sec. 83.025(2) to mean that a county is required to maintain the highway to its full width, which extends to the shoulders, ditches and other parts of the highway.<sup>2</sup> Similarly, in *Morris v. Juneau County*, 219 Wis. 2d 543, 579 N.W.2d 690 (1998), the Wisconsin Supreme Court concluded that the area adjacent to the paved portion of the highway, commonly known as the shoulder, is part of the highway as that term is used in Wis. Stat. § 81.15 (regarding damages caused by highway defects).

In interpreting the meaning of "highway" in sec. 81.15, the *Morris* Court looked to the definition of "highway" in Wis. Stat. § 340.01(22), which "includes the entire width between the boundary lines of every way open to the use of the public as a matter of right for the purposes of vehicular travel."<sup>3</sup> The Court noted that the definition of highway in sec. 340.01(22) has been used by Wisconsin appellate courts on several occasions to interpret the meaning of "highway" in other chapters of the statutes. Thus, it is likely that the definition of highway in sec. 340.01(22) will be used by courts to interpret the meaning of "highway," and the width of the highway, in sec. 83.025.

Based upon the Attorney General's opinion, supported by the Supreme Court's analysis in *Morris*, the width of the highway that must be maintained by a county in sec. 83.025 includes the entire width between the boundary lines of every way open to the use of the public as a matter of right for the purposes of vehicular travel, including the shoulder.

### *B. County Responsibility for Improvements of Highways Running Through Cities.*

#### *1. Distinguishing Between Maintenance and Improvements.*

The distinction between an activity classified as maintenance and an activity classified as an improvement is important when it comes to county highways that run through cities. A

county has much different responsibilities depending upon the classification. Section 83.025 governs a county's duty to maintain a county highway whereas Wis. Stat. § 83.05 governs improvements to county highways running through cities.

"Maintenance" of a county highway is not defined by sec. 83.025. However, the legislature has provided guidance on the meaning of "maintenance" of county highways, as opposed to "improvements" to county highways.

Pursuant to Wis. Stat. § 84.01(9)(b), the Wisconsin Department of Transportation (DOT) is charged with establishing rules providing uniform minimum design standards for the improvement of county trunk highways. An "improvement" of a county highway is defined by Wis. Stat. § 84.01(9)(b) to include "construction, reconstruction and the processes incidental to building, fabricating or bettering a highway, but not maintenance." In its rules for minimum design standards for improvements to county highways, the DOT defines "maintenance" of a county highway to include "all those measures and activities necessary to preserve a highway, as nearly as possible, in the condition of its construction. Maintenance generally involves no change in horizontal alignment, roadway widths or grade." <sup>4</sup>

As a rule of statutory construction, statutes relating to the same subject matter or having the same common purpose are construed together. Therefore, a court may construe the term "maintenance" of a county highway in Wis. Stat. § 83.025 by applying the same meaning of "maintenance" of county highways in Wis. Stat. § 84.01(9)(b) and DOT rules. Based upon this rule of construction, a county's duty under Wis. Stat. § 83.025 to maintain a county highway that runs through a city includes those measures and activities necessary to preserve the highway, as nearly as possible, in the condition of its construction. Presumably, "maintenance" would include such activities as crack sealing and plowing snow off the highway.

## *2. County Responsibilities When Performing Improvements Under Wis. Stat. § 83.05*

If the county is performing improvements to a county highway running through a city, Wis. Stat. § 83.05 governs the county's responsibilities. Under Wis. Stat. § 83.05, when a portion of a county highway that runs through a city is to be improved, the city may determine that the roadways<sup>5</sup> of the highway (the part used for vehicular traffic) should be paved to a greater width than 18 feet if funds from the city and county are available therefor.<sup>6</sup> If a city so decides, the city may determine the type of improvement, the width, and all other features of the construction, subject to the approval of the county highway committee.<sup>7</sup> The county highway committee must fix the amount per linear foot of the improvement to be paid by the county which, unless specifically authorized by the county, cannot exceed 22 feet of the width of the pavement, as well as a portion of the costs of grading, draining, and appertaining structures.<sup>8</sup> The balance of the expense of the improvement is borne by the city and may be assessed against abutting property owners.<sup>9</sup>

Section 83.05 is silent on the particular improvements to be performed by the county other than paving the roadway of the highway. There is nothing in Wis. Stat. § 83.05 that requires the county to perform street improvements such as constructing curbs, gutters or

sidewalks.<sup>10</sup> Rather, Wis. Stat. § 83.05 contemplates that the city will make street improvements in the manner provided generally for making street improvements.<sup>11</sup>

The county's role under Wis. Stat. § 83.05 regarding street improvements is to inspect the work and pay any cost share approved by the county highway committee.<sup>12</sup> If there are water, gas, or heat mains or sewers that have been laid on the street to be improved, the city council must require water, heat, sewer and gas service pipes to be first laid in such street, at the cost of the property fronting therein.<sup>13</sup> Such work may be done by contract or by the city directly without the intervention of a contractor, under the supervision of the board of public works, or in the case of service pipes of a municipal owned utility under the supervision of the board or officers charged with the management of such utility.<sup>14</sup>

Section 83.05 does not require a county to pay any particular amount for street improvements. The county highway committee, in its discretion, may determine how much the county will pay per linear foot of improvements, except that the amount cannot exceed the cost of 22 feet of the width of the pavement without specific authorization from the county, as well as a portion of the costs of grading, draining, and appertaining structures.<sup>15</sup>

### *Conclusion*

A county's duty under Wis. Stat. § 83.025 to maintain county highways running through cities includes the entire width between the boundary lines of every way open to the use of the public as a matter of right for the purposes of vehicular travel, including the shoulder. When making improvements to county highways running through cities, Wis. Stat. § 83.05 allows a city to have the roadways of the county highway paved to a greater width than 18 feet and allows the city to make additional street improvements subject to approval by the county highway committee. In that situation, the county can choose to cost-share in the improvements. However, once the improvements are made, the county is not required to maintain the county highway to a greater width than the width of the county highway as it connects with the city street.<sup>16</sup>

Although a county has a limited oversight and cost sharing role when a city determines to improve city streets in conjunction with county highway improvements, a county and city should cooperatively discuss improvement projects and work collaboratively on the improvements in an effort to achieve efficiencies in the highway improvement process.

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<sup>1</sup> Wis. Stat. § 83.025(2) states in relevant part:

The county trunk system shall be marked and maintained by the county. No county shall be responsible for the construction and maintenance of a city or village street on the county trunk highway system to a greater width than are those portions of such system outside the village or city and connecting with such street. ...

<sup>2</sup> See 44 OAG 97 (1955).

<sup>3</sup> *Id.*, 219 Wis. 2d. 543, ¶ 29 quoting Wis. Stat. § 340.01(22).

<sup>4</sup> Wis. Admin. Code § Trans 205.01(1).

<sup>5</sup> Although "roadways" is not defined in sec. 83.05, the Court in *Morris*, *supra*, found that "roadways" generally means "that portion of a highway between the regularly established curb lines or that portion which is improved,

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designed or ordinarily used for vehicular travel, excluding the berm or shoulder.” *See Morris*, 219 Wis. 2d at 560 citing Wis. Stat. § 340.01(54).

<sup>6</sup> Wis. Stat. § 83.05 states:

83.05 Improving streets over 18 feet wide.

(1) When a portion of the system of county aid highways in any city is to be improved, and the funds from the city and county are available therefor, the city may determine that the roadways shall be paved to a greater width than 18 feet. If it so decides, the city may determine the type of improvement, the width, and all other features of the construction, subject to the approval of the county highway committee. And said committee shall fix the amount per linear foot of the improvement to be paid by the county. The city shall then improve the street in the manner provided generally for making street improvements. The work shall be done under the supervision of the city, but subject to the inspection of the county highway commissioner.

(2) Upon the completion of the work the county's share of the cost shall be paid to the contractor as though the county had been an immediate party to the contract. Unless specifically authorized by the county, the payment by the county shall not exceed the cost of 22 feet of the width of the pavement, as well as a portion of the costs of grading, draining, and appertaining structures. The balance of the expense of the improvement shall be borne by the city, and shall be provided in the manner in which expense of street improvement is ordinarily met. Assessments of benefits may be made by the city against abutting property in the manner provided where the improvement is done solely at the expense of the city, but such assessments of benefits shall not exceed the difference between the cost of the improvement and the amount contributed thereto by the county.

(3) The provisions of subs. (1) and (2) shall apply to villages and towns subject to the approval of the county board.

<sup>7</sup> *See* Wis. Stat. § 83.05(1).

<sup>8</sup> Wis. Stat. § 83.05(1) and (2).

<sup>9</sup> Wis. Stat. § 83.05(2).

<sup>10</sup> *See id*; *see also* Wis. Stat. § 83.03(1) (“The county board *may* construct or improve or repair or aid in constructing or improving or repairing any highway or bridge in the county.”) (Emphasis added).

<sup>11</sup> *See* Wis. Stat. § 83.05(1) (“The city shall then improve the street in the manner provided generally for making street improvements.”)

<sup>12</sup> *Id.*

<sup>13</sup> *See* Wis. Stat. § 62.16(2)(a).

<sup>14</sup> *Id.*

<sup>15</sup> *See* Wis. Stat. § 83.05(1) and (2).

<sup>16</sup> *See* Wis. Stat. § 83.025

# Attachment #3

## Brown County

### MUNICIPAL AGREEMENT

Project ID #: XX-##

Highway: CTH XX

Limits: STH 172 – CTH O

Municipality: X

Construction Year: 2016

Length: 0.XX miles

Federal/State Funds: ☒ No

☐ Yes – Attached State Municipal Agreement between WisDOT and Brown County is a part of this agreement.

Funding Ratio: 50% Brown County  
50% Municipality

#### GENERAL

The signatory, Village of X (Municipality), through its undersigned duly authorized officers or officials, hereby requests the Brown County Public Works Department (County) to initiate and effect the proposed improvement (Project) hereinafter described.

The authority for the Municipality to enter into agreements with the County is extended by Section 83.035 of Wisconsin State Statutes.

The Municipality agrees to fund 50% of the eligible project costs and 100% of the ineligible project costs per Attachment #1 and hereinafter described.

#### PROJECT SUMMARY

1. Reason for Project (existing facility)

*The road...*

2. Proposed Improvement (nature and scope of work)

*Reconstruction...*

3. Eligible and Non-Eligible Project Costs

*See Attachment #1 and hereinafter for Project specific eligible and non-eligible project costs.*

#### 4. Estimated Project Cost and Cost Sharing.

The Municipality agrees to fund 50% of the eligible project costs and 100% of the ineligible project costs per Attachment #1. The following project cost breakdown is an estimate only. An administrative overhead fee will be applied to the project according to the current statewide overhead rate. For estimating purposes a 5% administration fee is used.

ITEM	ESTIMATED COST	COUNTY FUNDS	VILLAGE FUNDS	TOWN FUNDS
<b>ENGINEERING &amp; DESIGN:</b>				
Plan Design	\$100,000	\$50,000	\$50,000	\$0
State Review	\$0	\$0	\$0	\$0
<b>Engineering Subtotal</b>	<b>\$100,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>
<b>RIGHT-OF-WAY ACQUISITION:</b>				
Plat Preparation & Appraisals	\$100,000	\$50,000	\$50,000	\$0
Acquisition	\$1,000,000	\$500,000	\$500,000	\$0
<b>Right-of-way Subtotal</b>	<b>\$1,100,000</b>	<b>\$550,000</b>	<b>\$550,000</b>	<b>\$0</b>
<b>BRIDGE CONSTRUCTION:</b>				
Eligible (Participating)	\$100,000	\$50,000	\$50,000	\$0
Non-Eligible (Non-Participating)	\$0	\$0	\$0	\$0
State Review	\$0	\$0	\$0	\$0
<b>Bridge Construction Subtotal</b>	<b>\$100,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>
<b>ROAD CONSTRUCTION:</b>				
Eligible (Participating)	\$4,000,000	\$2,000,000	\$2,000,000	\$0
Non-Eligible (Non-Participating)	\$0	\$0	\$0	\$0
State Review	\$0	\$0	\$0	\$0
<b>Road Construction Subtotal</b>	<b>\$4,000,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$0</b>
<b>PROJECT SUBTOTAL:</b>	<b>\$5,300,000</b>	<b>\$2,650,000</b>	<b>\$2,650,000</b>	<b>\$0</b>
<b>5% ADMINISTRATIVE OVERHEAD:</b>	<b>\$265,000</b>	<b>\$132,500</b>	<b>\$132,500</b>	<b>\$0</b>
<b>TOTAL PROJECT COST:</b>	<b>\$5,565,000</b>	<b>\$2,782,500</b>	<b>\$2,782,500</b>	<b>\$0</b>

#### 5. Cost Share and Billing.

As work progresses, the Municipality will be billed for their local share of eligible project cost and 100% of the non-eligible cost. The statewide administrative rate will be applied to the project costs. Upon completion of the project, a final audit will be made to determine the final division of costs.

#### 6. Project Termination.

If the Municipality should withdraw from the project, for any reason, it will reimburse the County for any costs incurred by the County on behalf of the project.

## 7. Maintenance Responsibility & Jurisdiction.

Note: Jurisdictional transfers require resolutions from both the Municipality and County Board to become effective. If a roadway is noted to be transferred, it indicates an agreement in principal to pursue the transfer contingent upon both the Municipality and County approving the necessary resolutions.

☐ New County highway segment to be maintained by the County.

☒ Existing County highway segment to be maintained by the County.

☐ Existing Municipal street to be jurisdictionally transferred to the County:

Transfer Date: \_\_\_\_\_ Miles: \_\_\_\_\_  
Highway Name: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

☐ Existing County highway to be jurisdictionally transferred to the Municipality:

Transfer Date: \_\_\_\_\_ Miles: \_\_\_\_\_  
Highway Name: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

☐ Jurisdictional transfer of other County highways within the Municipality, from the County to the Municipality as listed below:

Street: \_\_\_\_\_ Miles: \_\_\_\_\_  
Location: \_\_\_\_\_ Transfer Date: \_\_\_\_\_

☒ Other maintenance revision and/or agreement. (Explain below.)

*On all county highways within the Municipality, the County is responsible for all curb-to-curb street maintenance including pavement repair, sweeping, snow & ice removal, center median mowing, traffic signals, inlet/catch basin clean outs, and signing. The Municipality is responsible for all sidewalks, street lighting, sanitary sewer, storm sewer, water and utility repair & maintenance, and mowing outside of the curb (terrace).*



8. Authorization.

This request is made by the undersigned proper authority to make such request for the designated Municipality, and upon acceptance by the County, shall constitute agreement between the Municipality and the County.

**FOR THE MUNICIPALITY:**

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Date

**FOR THE COUNTY:**

\_\_\_\_\_  
Paul Fontecchio, Director  
Brown County Public Works Department

\_\_\_\_\_  
Date

## **ATTACHEMENT 1:**

### **BROWN COUNTY PUBLIC WORKS DEPARTMENT COST SHARE POLICY**

<b>PROJECT TYPE</b>	<b>BROWN COUNTY</b>	<b>MUNICIPALITY</b>
<b>Asphalt Reconditioning:</b>		
A. Reclaim of existing pavement & base course	100%	0%
B. Paving of up to 4.5" asphaltic pavement	100%	0%
C. Curb & gutter replacement	50%	50%
<b>Roadway Reconstruction:</b>		
A. Urban Reconstruction: New concrete curb & gutter, storm sewer, asphalt or concrete pavement (see eligible project costs).	50%	50%
B. Rural Reconstruction: Reconstruction of existing 2-lane roadway, no additional travel lanes.	100%	0%
C. Rural Reconstruction: Reconstruction and widening of existing 2-lane roadway, travel lane addition, including 3-lane with center-shared, left-turn, or 4-lane divided or undivided roadway (see eligible project costs).	50%	50%
<b>New Roadway Construction:</b>	50%	50%
<b>Bridge Construction/Reconstruction:</b>		
A. Part of Roadway Reconstruction A & C above.	50%	50%
B. Town Bridge Replacement. Note: Funding utilizes the County Bridge fund which is a 50/50 matching fund with the Municipality.	50%	50%
C. County Bridge Replacement.	100%	0%

<b>Eligible Project Costs:</b>
County eligible construction project funding will be limited to participation in the costs of the following items as specified in the estimate summary:
A. Design engineering and all necessary environmental and wetland assessment investigations as required by the Wisconsin Department of Natural Resources and/or the U.S. Army Corps of Engineers.
B. Right-of-way acquisition cost, including the cost of the right-of-way plat development, property appraisals, acquisition negotiations, legal costs and relocation expenses and fees for limited construction easements.
C. Wetland replacement mitigation.
D. Storm water devices (ponds, swales, etc.) required for the project.
E. Construction engineering related to inspection, supervision, and administration of the actual construction work.
F. Street grading, base, pavement, curb & gutter, drainage structures, bridges, intersection channelization & turning lanes, 15-foot wide concrete outside curb lanes, and driveway aprons.
G. Installation of main line storm sewer trunk lines & laterals, 12-inch diameter or greater. Storm sewer inlets, manholes, and catch basins necessary to accommodate street surface water drainage.

H. Concrete sidewalk replacement, new sidewalk construction, or multi-use bicycle/pedestrian asphaltic path where an off-street bicycle/pedestrian facility is the only bicycle accommodation for the project. The County will participate in the costs for one (1) side of the roadway for sidewalk or bicycle/pedestrian path up to 5' for a concrete sidewalk or up to 10' for an asphalt bicycle/pedestrian path.
I. Signing and pavement marking, including detour routes, installation of traffic signal conduit and traffic signals meeting signal warrants.
J. Erosion control devices required per Wisconsin DNR standards.
K. Retaining walls required for the Project.
L. Roundabout intersections that meet traffic signal warrants including street lighting, standard WisDOT colored concrete, and signs.
M. Landscaping including salvaged topsoil, seeding, fertilizing, and mulch.

<b>Non-eligible Project Costs:</b>
Work necessary to complete the Project to be financed entirely by the Municipality or other utility or facility owner includes the following items:
A. New installation of, or alteration of, sanitary sewers and connections, water, gas, electric, telephone, fire or police alarm facilities, parking meters, street lighting and similar utilities.
B. Traffic signals or roundabouts not meeting signal warrants, as specified by the Manual of Uniform Traffic Control Devices (MUTCD).
C. Concrete sidewalks or bicycle/pedestrian off-street trails not constructed as part of reconstruction or new construction projects.
D. On-street bike lanes.
E. Any allowed parking stalls.
F. Storm water devices (ponds, swales, etc.) not required for the project (regional storm water pond for example). The Municipality will own and maintain regional storm water devices, including if the device is partially used for the Project.
G. Trees, shrubs, and other landscaping along the roadway or at roundabouts after location approval by Brown County.
H. Decorative features (lighting, signs, railing, etc.) above standard baseline costs.

November 2, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING REORGANIZATION OF THE  
PUBLIC WORKS TABLE OF ORGANIZATION**

**WHEREAS**, the Business Coordinator position in the Public Works Department (“Department”) table of organization is currently vacant; and,

**WHEREAS**, the Department has requested to reorganize the Department by deleting the Business Coordinator position and deleting the Office Manager I position, and by creating a new Administrative Coordinator position and adding a 0.25 FTE LTE Summer Help Admin position; and,

**WHEREAS**, the current Highway Commissioner/Director does not utilize the Office Manager I position as much as past Directors have, and the Department recommends merging the duties of the Business Coordinator position and Office Manager I position into a new Administrative Coordinator position. The Department would utilize a 0.25 FTE LTE Summer Help Admin position to assist with the spike in duties during the busiest season; and,

**WHEREAS**, Human Resources has reviewed the Department’s request and has determined that the current Office Manager I position is in Pay Grade 14 of the Classification and Compensation plan in the Department Assistant Classification. The job duties of the proposed new Administrative Coordinator position fall within the scope of the Department Assistant Classification where the current Office Manager I position is placed; and,

**WHEREAS**, Human Resources recommends only a job title change from Office Manager I to Administrative Coordinator and reassignment of duties for the position as it would not be a reclassification; and,

**WHEREAS**, the current Office Manager I hourly rate is \$18.16 per hour (86% of market) as a non-exempt position. In reviewing internal equity, other positions classified in Pay Grade 14, in the Department Assistant Classification, non-exempt are: Administrative Coordinator in the Planning and Land Services Department at \$19.59 (92.9% of market), Office Manager I in the Public Safety Department at \$18.51 (87.8% of market), and Administrative Secretary in the Zoo Department at \$16.87 (80% of market); and,

**WHEREAS**, Human Resources recommends, for the above-stated reasons, the reorganization of the Public Works table of organization by deleting (1.00) FTE Business Coordinator position, a title change for the Office Manager I position to Administrative Coordinator and adding 0.25 FTE LTE-Summer Help Admin at \$10.25 per hour; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, the deletion of (1.00) FTE Business Coordinator position and the addition of 0.25 FTE LTE-Summer Help Admin position and a title change for the Office Manager I position to Administrative Coordinator in the Public Works table of organization.

**Budget Impact:**

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Business Coordinator	(0.75)	Deletion	(\$31,559)	(\$15,972)	(\$47,531)
FTE LTE Summer Help Admin @ \$10.25/hr.	0.25	Addition	\$ 5,330	\$ 207	\$ 5,537
<b>Annualized Budget Impact Public Works – Highway Division</b>					<b>(\$41,994)</b>

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Business Coordinator	(0.25)	Deletion	(\$10,520)	(\$5,324)	(\$15,844)
<b>Annualized Budget Impact Public Works – Facilities Management Division</b>					<b>(\$15,844)</b>

*Fiscal Note: This resolution is not included in the 2017 Budget. The change decreases general property taxes revenues by \$15,844 and increases 2017 projected highway funds available by \$41,994.*

Respectfully submitted,

PLANNING DEVELOPMENT AND  
TRANSPORTATION COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Authored by Human Resources

Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

\_\_\_\_\_  
Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
BECKER	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 10/13/16  
**REQUEST TO:** Planning, Development & Transportation Committee  
**MEETING DATE:** October 17, 2016  
**REQUEST FROM:** Pete Bilski  
Interim Human Resources Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Reorganization of the Public Works Table of Organization

**ISSUE/BACKGROUND INFORMATION:**

The Public Works Department submitted a request to reorganize the department due to the vacancy of the Business Coordinator position.

**ACTION REQUESTED:**

Make the following changes to the Public Works - Highway table of organization:

- Delete (1.00) FTE Business Coordinator position
- Add 0.25 FTE LTE Summer Help Admin position
- Title Change for the Office Manager I position to Administrative Coordinator

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
  - a. If yes, what is the amount of the impact? Savings of (\$57,838)
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☐ Yes ☒ No
    1. If yes, in which account? \_\_\_\_\_
    2. If no, how will the impact be funded? \_\_\_\_\_

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

PUBLIC WORKS DEPARTMENT

*Brown County*

2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.

DIRECTOR

TO: PD&T Committee  
FROM: Paul Fontecchio, P.E.  
DATE: October 17, 2016  
RE: Summary of Operations

The Public Works Department is performing at a normal budget rate through the month of September. The end of September represents 75% of the year. Here is a summary of our operations:

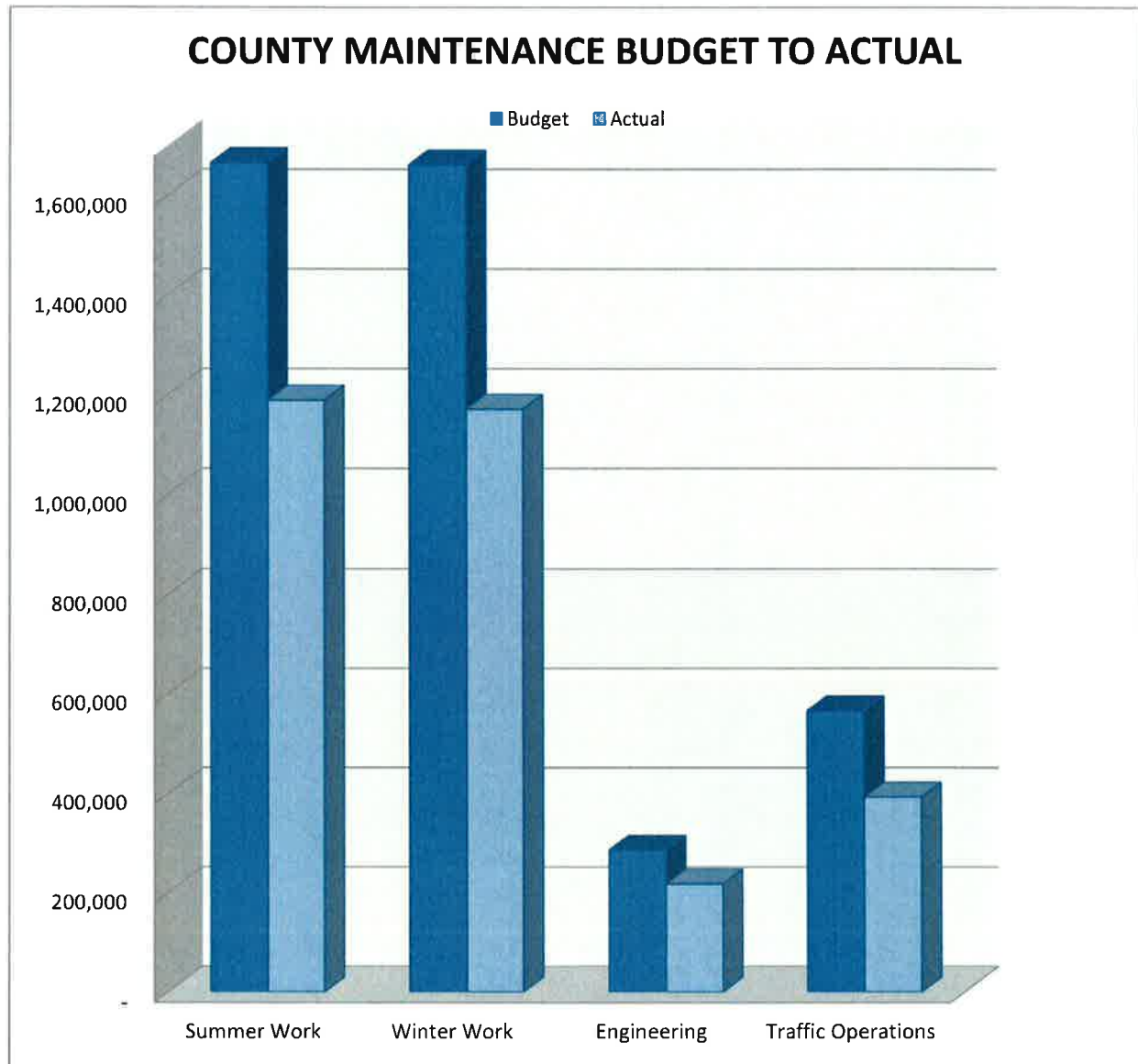
(240) County Maintenance	71.06%
(660) State Maintenance	64.26%
(660) Other Work (Interdepartmental, Municipal, etc.)	84.67%
(400) Capital Projects	64.93%
Facilities	64.09%

Please see the attached charts for more details.



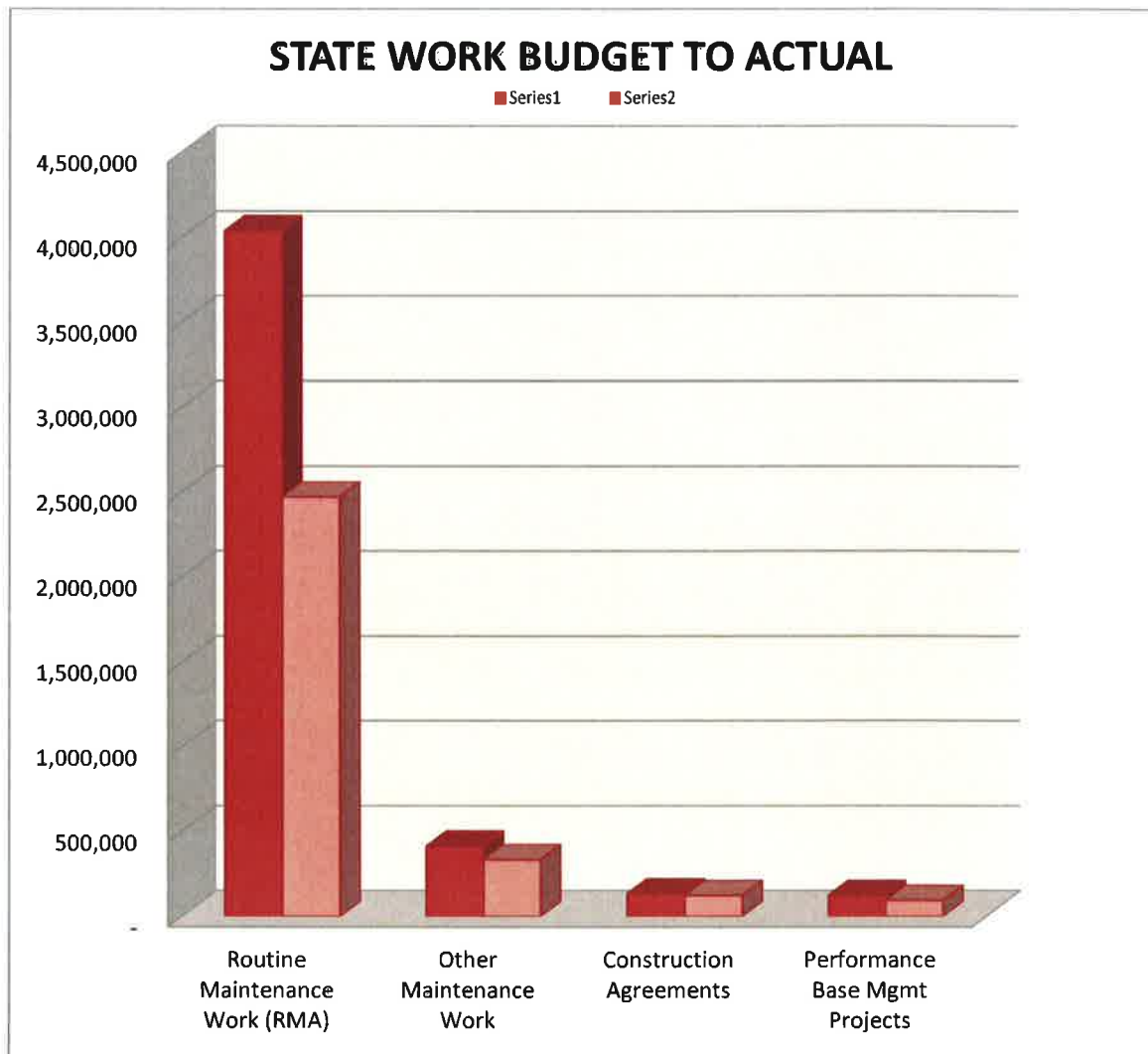
**BROWN COUNTY PUBLIC WORKS  
COUNTY MAINTENANCE BUDGET TO ACTUAL-FUND 240  
AS OF 9/30/16**

	Budget	Actual	Remaining	Percentage Used
Summer Work	1,663,949	1,187,705	476,244	71.38%
Winter Work	1,659,750	1,169,777	489,973	70.48%
Engineering	285,000	217,102	67,898	76.18%
Traffic Operations	566,000	391,963	174,037	69.25%
Total	4,174,699	2,966,547	1,208,152	71.06%



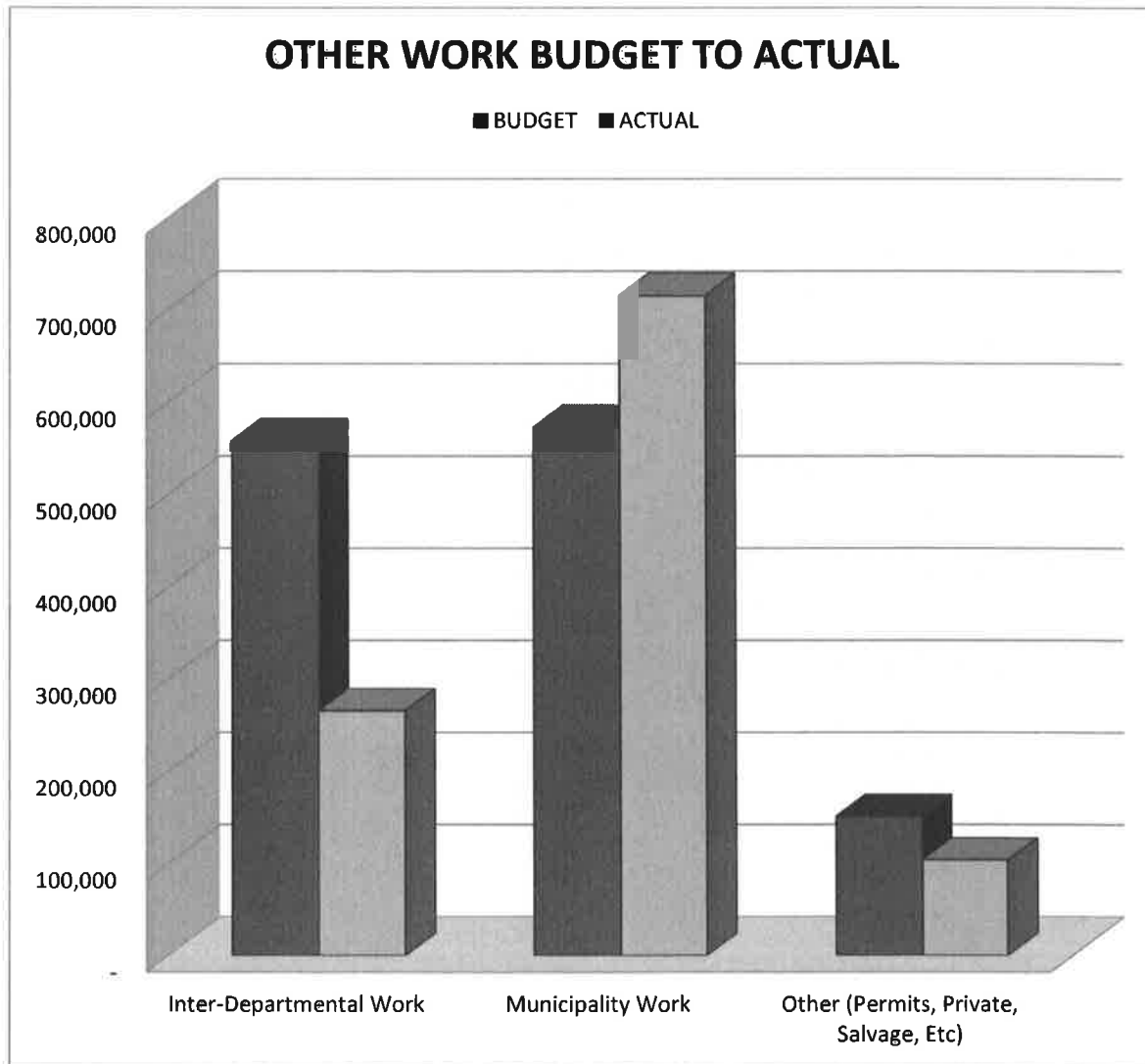
# BROWN COUNTY PUBLIC WORKS-HIGHWAY STATE WORK BUDGET TO ACTUAL AS OF 9/30/2016

	Budget	Actual	Remaining	Percentage Used
Routine Maintenance Work (RMA)	4,034,100	2,470,229	1,563,871	61.23%
Other Maintenance Work	413,023	334,838	78,184	81.07%
Construction Agreements	134,399	123,673	10,726	92.02%
Performance Base Mgmt Projects	122,884	94,539	28,345	76.93%
Total	4,704,406	3,023,279	1,652,782	64.26%



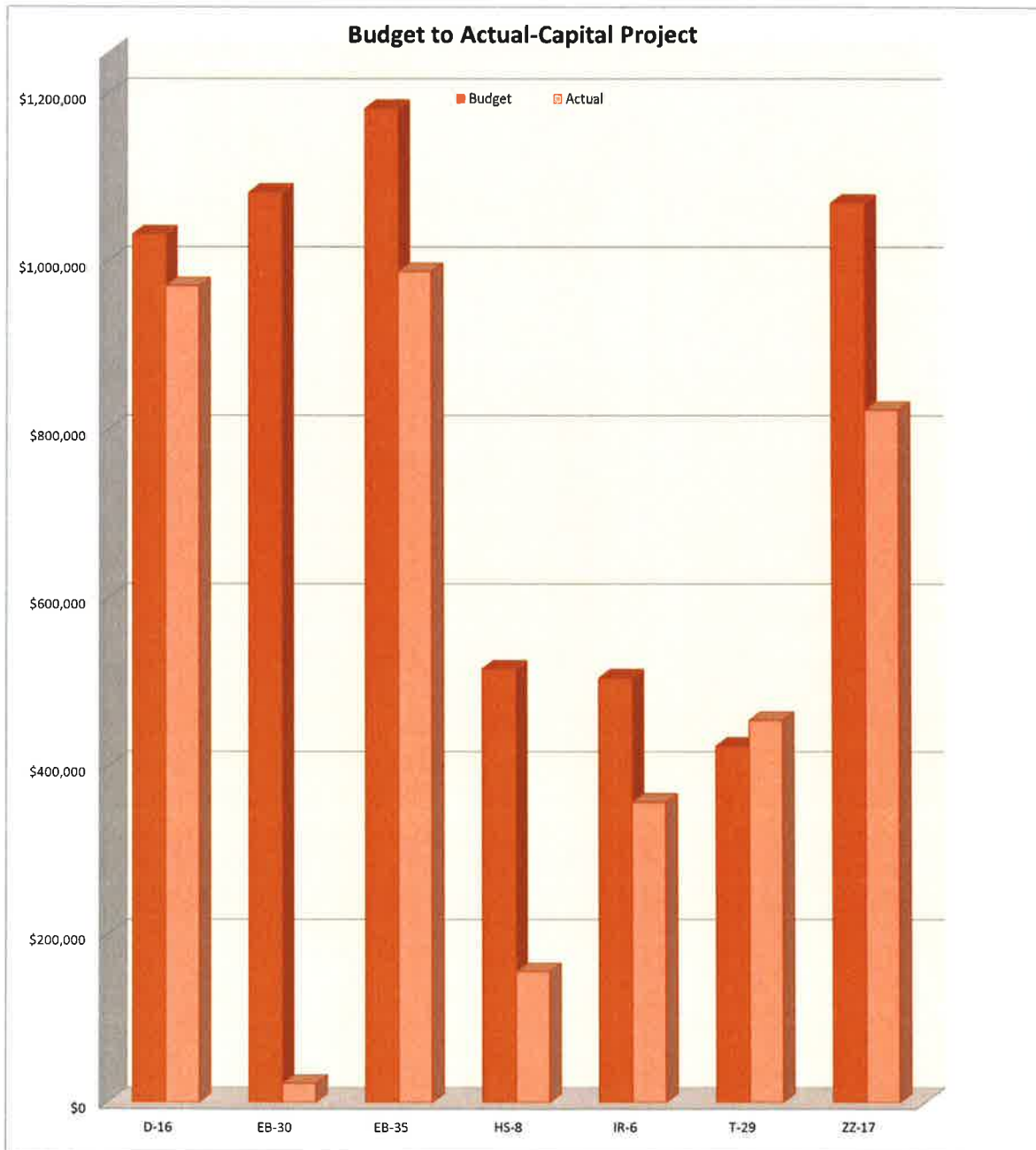
**BROWN COUNTY PUBLIC WORKS-HIGHWAY  
OTHER WORK BUDGET TO ACTUAL  
AS OF 9/30/2016**

	Budget	Actual	Remaining	Percentage Used
Inter-Departmental Work	557,755	265,585	292,170	47.62%
Municipality Work	572,800	715,679	(142,879)	124.94%
Other (Permits, Private, Salvage, Etc)	150,685	103,565	47,120	68.73%
<b>Total</b>	<b>1,281,240</b>	<b>1,084,829</b>	<b>196,411</b>	<b>84.67%</b>



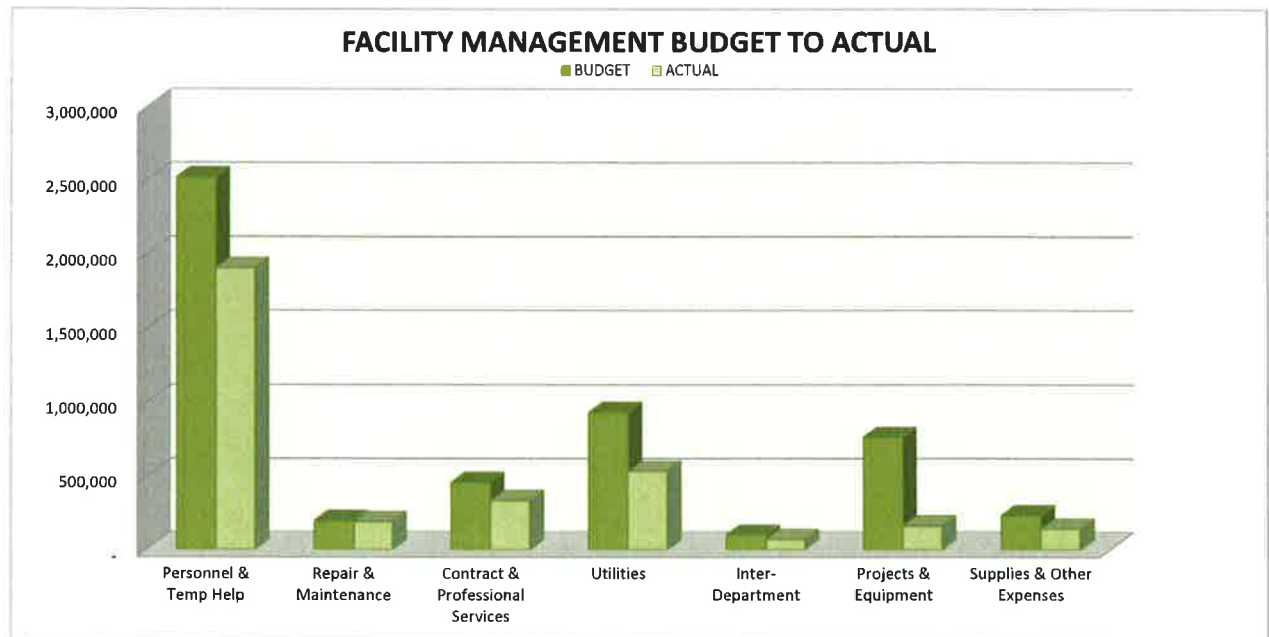
**BROWN COUNTY HIGHWAY DEPARTMENT  
CAPITAL PROJECT EXPENSE-BUDGET TO ACTUAL  
AS OF 9/30/16**

Project	Project Description	% BC Cost	Budget	Actual	Remaining	Percentage
D-16	Rescondition CTH D - River St to Red Maple Rd	100%	\$1,032,612	\$971,278	\$61,334	94.06%
EB-30	Concrete Pavement Repair CTH EB - STH 54 to STH 29	100%	\$1,082,441	\$22,425	\$1,060,016	2.07%
EB-35	Resurfacing CTH EB - CTH G to STH 172	96%	\$1,182,365	\$988,530	\$193,835	83.61%
HS-8	Concrete Pavement Repair CTH HS - Riverview to Glendale	100%	\$516,500	\$155,578	\$360,922	30.12%
IR-6	Resurfacing CTH IR - CTH B to Quietwood Trail	100%	\$505,783	\$357,723	\$148,060	70.73%
T-29	Rescondition CTH T - RR to STH 54	99%	\$424,572	\$455,345	-\$30,773	107.25%
ZZ-17	Reconstruction CTH ZZ - At Meadowlark Rd	100%	\$1,070,000	\$824,199	\$245,801	77.03%
<b>Total</b>			<b>\$5,814,273</b>	<b>\$3,775,077</b>	<b>\$2,039,196</b>	<b>64.93%</b>



**BROWN COUNTY PUBLIC WORKS  
FACILITY MANAGEMENT BUDGET TO ACTUAL  
AS OF 9/30/2016**

	Budget	Actual	Remaining	% Used
Personnel & Temp Help	2,519,951	1,906,559	613,392	75.66%
Repair & Maintenance	195,805	188,182	7,623	96.11%
Contract & Professional Services	455,678	332,505	123,173	72.97%
Utilities	931,264	531,799	399,465	57.11%
Inter-Department	99,414	68,870	30,544	69.28%
Projects & Equipment	762,833	161,042	601,791	21.11%
Supplies & Other Expenses	231,435	141,226	90,209	61.02%
Total	5,196,380	3,330,183	1,866,197	64.09%



PUBLIC WORKS DEPARTMENT



2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.  
DIRECTOR

TO: PD&T Committee  
FROM: Paul Fontecchio, P.E.  
DATE: October 17, 2016  
RE: Director's Report

**PROJECTS:**

**CTH HS:** Velp Avenue concrete repair work was completed on 10/6/16 and was fully opened to traffic just ahead of the DOT's opening of the Velp Avenue interchange with I-41 on 10/9/16.

**CTH N:** Brown County is paving the asphalt pavement on CTH N this month. The project is anticipated to be open to traffic at the end of October/early November.

**CTH X:** Webster Avenue was closed at the Canadian National Railroad line on July 18<sup>th</sup> for reconstruction of the CTH X bridge. The bridge is anticipated to open on October 25<sup>th</sup>.

**CTH ZZ:** CTH ZZ work continued into October with asphalt paving scheduled for the second and third week of October. The roadway should be open to traffic by the end of the month.

**Brown County Fairgrounds:** Public Works crews started storm sewer work September 12<sup>th</sup>. Work will continue through October.

**Pine Grove Road Bridge:** Work will began on October 10 to replace the old bridge for the Town of Glenmore with a new aluminum box culvert. The work will take 2-3 weeks.

**State Work:** At the request of the DOT, County forces worked on bridge sealing, concrete pavement blowout repairs and asphalt paving of gore areas at the STH 57/54 and I-43 ramps.

**TWELVE-HOUR DAYS:**

**Highway Division:** Highway reported 723.5 hours of overtime in September 2016. Substantially, all overtime was related to roadway maintenance projects. The amounts in excess of 12 hours per day for September are attached.

**Facility Management Division:** Facilities reported 178.5 hours of overtime in September 2016. The overtime was related to longer cleaning shifts to cover vacancies and mechanical repairs. There were no amounts in excess of 12 hours per day for September.

**STAFFING REPORT:**

See Attached Table.

**Public Works - Highway Division**  
**12-Hour Work Days**  
**9/1/2016 - 9/30/16**

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
9/12/2016	Ignatowski, Paul	T. Holland (9) , RAP (1), Sweeping I-41 (4)	14
9/13/2016	Ignatowski, Paul	IR-6 Millings	13.25
9/13/2016	Karbon, Dan	IR-6 Prep/Flag	13
9/13/2016	Liebergen, Dale	IR-6 Millings	12.5
9/13/2016	Margitan, Jim	IR-6 Millings	12.5
9/13/2016	Maus, Todd	IR-6 Millings	13
9/13/2016	Morton, Chet	IR-6 Millings	13
9/13/2016	Reedy, Jason	IR-6 Millings	12.25
9/13/2016	Scray, Nobr	IR-6 Millings	12.75
9/13/2016	Sequin, Scott	IR-6 Millings	12.75
9/13/2016	Sperberg, Mark	IR-6 Millings	12.5
9/13/2016	Sticka, John	IR-6 Millings	13.5
9/13/2016	Zelten, Brian	IR-6 Millings	13
9/14/2016	Gussert, Tim	ZZ-17	12.5
9/14/2016	Messerschmidt, Bill	ZZ-17	12
9/14/2016	Raisleger, Dale	Right of Way	13.25
9/15/2016	Cisler, Mike	ZZ-17	12.25
9/15/2016	Gussert, Tim	ZZ-17	12.75
9/15/2016	Kane, Kurt	ZZ-17	12
9/19/2016	Gussert, Tim	ZZ-17	12
9/20/2016	Kollross, Cory	Storm Sewer Fairgrounds	12

## BROWN COUNTY PUBLIC WORKS

### STAFFING SUMMARY

AS OF 9/30/16

#### HIGHWAY DIVISION:

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Filled Date	Unfilled Reason
Operations Manager	8/3/15	Termed	Fill	In Process	N/A
Superintendent	8/4/15	Termed	Hold		
Civil Engineer	8/22/16	Transferred	Fill	In Process	N/A
Business Coordinator (0.75)	9/16/16	Resigned	TBD	---	---
Summer Help *	Various	Back to School	N/A	N/A	N/A

	Budgeted FTE's	Actual #FTE's
Mgmt / Admin	12.2	9.45
Electrician	1.0	1.0
Engineering	6.0	5.0
Mechanics / Shop	11.0	11.0
Highway Crew	67.0	67.0
Sign Crew	2.0	2.0
Summer	4.0	0.31 *
LTE	0.5	0.5 **
<b>TOTAL</b>	<b>103.7</b>	<b>96.26</b>

#### FACILITY MANAGEMENT DIVISION:

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Filled Date	Unfilled Reason
Housekeeper	5/2/16	Transferred	Fill		N/A
Housekeeper (0.5)	5/23/16	Termed	Fill		N/A
Housekeeper	6/20/16	Transferred	Fill		N/A
Business Coordinator (0.25)	9/16/16	Resigned	TBD	---	---

	Budgeted FTE's	Actual #FTE's
Mgmt / Admin	5.8	5.55
Facility Technicians	2.0	2.0
Facility Mechanics	7.0	7.0
Facility Workers	9.0	9.0
Housekeeping	18.5	16.0
Electrician	1.0	1.0
Summer Help	0.46	0
<b>TOTAL</b>	<b>43.76</b>	<b>40.55</b>

\* **NOTE:** Starting in August –the Department's Summer employees began returning to college (numbers are reflected in "Actual FTE's" for both divisions).